DOCUMENT RESUME

ED 193 872 EC 130 879

AUTHOR Vinton, Dennis A., Ed.; Farley, Elizabeth M., Ed.
TITLE Project REACH: Camp Goldenrod: Prototype Staff Manual. Appendix R. Camp Staff Training Series.
INSTITUTION American Camping Association, Martinsville, Ind.; Hawkins and Assoc., Inc., Washington, D.C.; Kentucky Univ., Lexington. Curriculum in Recreation and Parks.
SPONS AGENCY Bureau of Education for the Handicapped (DHEW/OE), Washington, D.C. Div. of Innovation and Development.
PUB DATE 79
GRANT G007603230
NOTE 83p.; For related information, see EC 130 871-881.
AVAILABLE FROM American Camping Association, Bradford Woods, Martinsville, IN 46151; Hawkins and Associates, Inc., Publication Sales, 804 D St., N.E., Washington, DC 20002 ($7.50 plus shipping)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS *Camping; Competency Based Education; Inservice Education; *Organization; *Physical Disabilities; *Program Development; Records (Forms)

ABSTRACT

Resulting from a 3 year project to develop and test competency based programs for camp personnel, the document contains a staff manual for personnel of a residential camp for physically handicapped campers (6 to 18 years old). An introductory section gives an explanation of competency based instruction, describes a module, and provides an overview of the camp director training program. Subsequent sections address background information of a fictitious residential camp, staff policies, camp organization, program components, camp procedures, and provide examples of forms. (SBH)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Appendix R

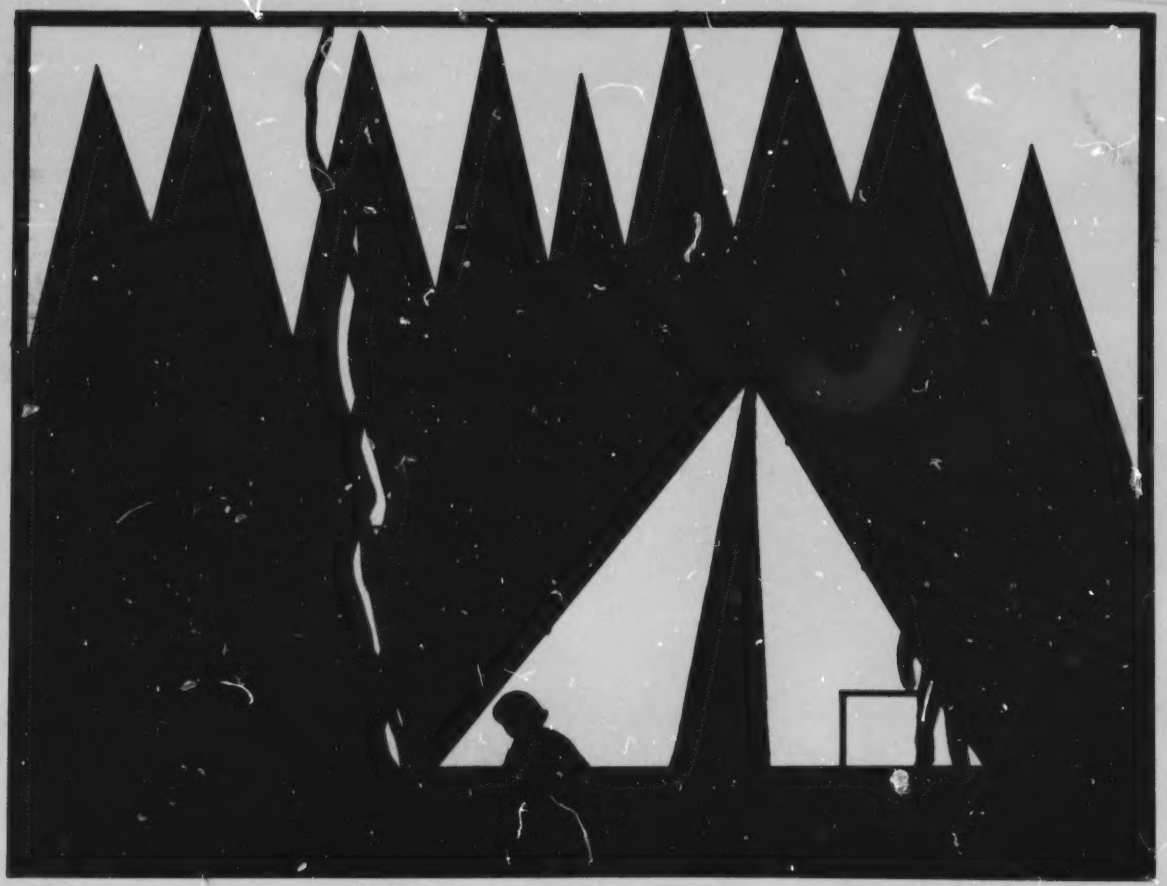
CAMP STAFF TRAINING SERIES

ED193872

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Camp Goldenrod

PROTOTYPE STAFF MANUAL



A Competency-Based Manual For Camp Staff Training

Edited by

Dennis A. Vinton
Elizabeth M. Farley

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Dennis A. Vinton
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

EC130879

CAMP STAFF TRAINING SERIES

Camp Goldenrod Staff Manual

Edited by

Dennis A. Vinton
Elizabeth M. Farley

The project information presented herein was performed pursuant to Grant No. G00-76-03230 from the Division of Innovation and Development, Bureau of Education for the Handicapped, Office of Education, U.S. Department of Health, Education and Welfare. However, the opinions expressed herein do not necessarily reflect positions or policy of the Bureau, and no official endorsement by the U.S. Office of Education should be inferred.

****

Lexington, Kentucky
1979

****

A joint publication of Project REACH, University of Kentucky; The American Camping Association (ACA); and Hawkins and Associates, Inc.

Copies may be ordered from the American Camping Association, Bradford Woods, Martinsville, Indiana 46151 *or* from Hawkins and Associates, Inc., Publication Sales, 804 D Street, N.E., Washington, DC 20002. Single copy price and quantity order discount rates available on request.

Foreword

The Bureau of Education for the Handicapped has for many years recognized the educational value of camping as an important aspect in the lives of handicapped children. Since 1971, when our Bureau provided funding to help sponsor the National Conference on Training Needs and Strategies in Camping, Outdoor and Environmental Recreation for the Handicapped at San Jose State University, there has been a nationwide movement toward including handicapped children and youth in organized camping programs.

The material contained in this book, and the other volumes that make up the *Camp Staff Training System*, are the result of a three year project funded by our Division of Innovation and Development. In funding this effort, it was our hope that the results of the project would help make camp personnel aware of the unique and special needs of handicapped children and to provide information and resources to help ensure that those special needs are met.

The Bureau of Education for the Handicapped is committed to the goal of equal opportunity and a quality life for every handicapped child in the United States. Opportunity to participate in camping programs on an equal basis with their non-handicapped peers is a right to which all handicapped children are entitled. However, this goal can be achieved only if those responsible for the provision of camping services are likewise committed to this goal.

Dr. Edwin W. Martin
Deputy Commissioner
Bureau of Education for the
Handicapped

ACKNOWLEDGEMENTS

The *Camp Staff Training Series* is the result of more than three years work representing the generous efforts of many individuals and organizations in the field of camping, therapeutic recreation, special education and other interested disciplines. The development of the *Camp Staff Training Series* would not have been possible without the dedicated support of Melville J. Appell, who served as Project Officer for the Bureau of Education for the Handicapped, U.S. Office of Education. We are indebted to him for his leadership and inspiration. While it is not possible to cite all of those who contributed, we extend our special thanks to the following:

National Advisory Committee

Armand Ball, American Camping Association
A. Edward Blackhurst, University of Kentucky
Steve Brannan, Portland State University
Jerry Byrd, Camp Daniel Boone, Missouri
Donald P. Cross, University of Kentucky
Lois Hardt, National Easter Seal Society
Helen Jo Hillman, Department of Recreation, Washington, D.C.
Betty Kirlin, University of Kentucky
Sidney Lutzin, University of Maryland
David Park, George Washington University
Katheryn Parodi, Santa Cruz Easter Seal Society, California
Gary Robb, Camp Allen, New Hampshire
Thomas A. Stein, University of North Carolina

Contributing Authors

Viki Annand, Temple University
Dorri Brown, University of Kentucky
Jerry Byrd, Camp Daniel Boone, Missouri
Marcia Carter, University of Tennessee
Jerry Dickason, New York University
Jean Folkerth, University of Kentucky
Patricia Hoessli, University of Kentucky
Stan Labanowich, University of Kentucky
Barbara Pantzer, University of Kentucky
Ralph Smith, The Pennsylvania State University
Dean Zoerink, University of Northern Iowa

Field Test Site Directors

Jane Carr, Camp Harman, California
Jean Folkerth, Indiana University
Jim Magyar, Camp Hickory Ridge, Michigan
Bernie Schrader, Indiana University
Ralph Smith, Camp Greentop, Maryland

Expert Review Panel

David Austin, Indiana University
Armand Ball, American Camping Association
William Hammerman, San Francisco State University
Lois Hardt, National Easter Seal Society
Judy Myers, The Pennsylvania State University
Ralph Smith, The Pennsylvania State University

Project Officer

Melville J. Appell, Division of Innovation and Development, Bureau of Education for the Handicapped, U.S. Office of Education

Project Staff

Dennis A. Vinton, Project Director
Elizabeth M. Farley, Principal Investigator
Jean E. Folkerth, Research Associate
Barbara D. Pantzer, Research Associate
William A. Thompson, Research Associate
Dorri Brown, Research Assistant
Christine Doerflinger, Research Assistant
Jennifer Eastham, Research Assistant
Patricia Hoessli, Research Assistant
Karen Morrison, Research Assistant
Brenda Pearce, Research Assistant
John Pell, Research Assistant
Jeanne Pollock, Research Assistant
Jo Ann Smith, Project Secretary
Terri Hartley, Project Typist

Cover Design

Lester Bounds, Arlington, Virginia

Art Work

Chris Ware, University of Kentucky

INTRODUCTION

On June 1, 1976, the University of Kentucky's Curriculum in Recreation and Parks, Department of Health, Physical Education and Recreation, College of Education, was awarded a grant by the Bureau of Education for the Handicapped. The purpose of the three-year grant was to develop and test competency-based training programs for four classifications of camp personnel in camps serving the physically handicapped. Two of these programs, the camp counselor and the program specialist, have been combined to form one training course. The other two training systems have been written for the camp director and support staff.

This publication, the Camp Counselor Training Series, has undergone two years of developmental testing and includes six modules written by noted experts. During the two years of testing, 155 college students and camp counselors from six different locations were involved in trying out the materials. Also, during this time, the materials were repeatedly scrutinized by selected experts. The results of the developmental process are reflected in this publication.

In the following section, you are given an explanation of competency-based instruction, a description of a module and a brief overview of the camp director training program. Finally, for your convenience, a glossary of terms is included for future reference.

What Is Competency-Based Instruction?

Competency-based instruction (CBI) is a rather recent instructional development which has experienced rapid expansion during the sixties and seventies and is the result of increasing demands for accountability, relevance and cost effective education. It is a method of preparing people for jobs based on the actual work to be done. This training approach clearly describes the level of performance expected of each member of the camp staff. In addition, it allows learning to progress at a rate and manner compatible with the learners' or trainees' backgrounds and experiences. The advantages of this approach for training camp staff are: 1) it can be easily tailored to meet the needs of many different camp programs and 2) it can be tailored to meet the needs of each individual staff member.

Competency-based instruction is a flexible, individualized approach to learning that allows the trainees and the instructor to work at the learner's rate without fear of failure. The program's design is based upon competencies or tasks to be acquired as a result of the instructional program. The competencies are stated in performance terms which are made known from the beginning of the program.

With competency-based instruction, the trainees are held accountable for their level of achievement. The trainees know the mastery level that must be attained and are free to choose alternative learning activities that will enable them to meet the stated criteria. The trainees have the option to choose activities which are compatible with their individual learning styles, and it is the demonstrated level of acceptable performance of the stated objectives that is of importance.

When comparing CBI to traditional instruction, three major differences can be discerned. In the traditional approach, the purpose of the instruction is often either vaguely stated or sometimes not even made known to the trainees. However, in competency-based instruction, the trainees know exactly what is expected of them. They are given precisely stated objectives which tell what competencies are required and what criteria will be used to assess performance.

The second major difference between traditional and CBI approaches relates to the time factor. Traditional education holds time constant. Units are planned around a specified time period. Thus, trainees who learn at different rates will demonstrate varying degrees of achievement at the end of the time period. In competency-based instruction, achievement is held constant. A unit is ended when the trainees can demonstrate the required competency. Thus, the time needed to complete the unit will vary from person to person.

The final major difference between the two instructional approaches is that traditional education strongly emphasizes program entrance requirements, while CBI places its heaviest emphasis on exit requirements. With competency-based instruction, prerequisites are minimized and programs are individualized to allow each trainee to achieve mastery of any given objective by altering the learning activities.

What are the Roles of the Trainer and Trainees?

In a CBI system the trainer's or camp director's role during pre-camp training will become one of advisor and manager of instruction. The trainer will spend more time helping to plan the instructional program, solving problems, and evaluating performance. The trainees will have more of an opportunity to choose learning activities, develop new activities tailored to their specific needs, and bypass certain objectives through testing out of certain units or modules.

Past experience suggests that the learning climate fostered by a CBI program is free from oppression and failure and thus encourages creativity. The trainer has more time to devote to developing an atmosphere where creative learning experiences can take place and is

free to actively involve the trainee in the instructional process where positive learning experiences are stressed.

How Does Competency-Based Instruction Work?

In competency-based instruction, there are self-contained instructional packages called modules. A module is made up of units of instruction composed of the following parts:

1. performance objectives
2. pre-assessment and prerequisites
3. learning activities
4. evaluation
5. remediation

Each of the five module components is briefly discussed in the following paragraphs.

Performance Objectives

The objectives are the foundation on which the instructional module is built. They are stated in behavioral or performance terms.

The performance objectives serve as the basis for designing instructional activities, which in turn facilitate the achievement of the desired competencies. Objectives stated in this way open new avenues of communication between the trainees and instructor. Also, the objectives provide the means for evaluation and further development of the instructional program.

The benefits of stating instructional objectives in precise, relevant terms that describe desired performance, include the following:

.....suitable learning activities and evaluation procedures are selected since the trainer knows precisely what the trainees are expected to achieve;

.....because objectives are stated in precise terms, the trainees, trainer and other observers can decide on the appropriateness of the objectives;

.....as the performance objectives are communicated in advance of instruction, trainees know precisely what is expected of them;

.....finally, using this approach enables the trainees to determine if an objective has been successfully accomplished.

There are three basic parts of a performance objective: the terminal behavior, test conditions and standards. The following questions illustrate each part:

a. What will I BE ABLE TO DO after completing the learning activity?

b. What are the CONDITIONS under which I will do it?

c. How will I RECOGNIZE success?

The trainees should be able to answer these questions after reading each objective.

Pre-Assessment or Pre-Test

The term "test" usually implies the use of standardized pencil and paper tests. However, other varieties of pre-assessment are often used. Both formal and informal, direct and indirect, and objective and subjective measures are used for pre-test purposes. In some cases, no pre-assessment is needed because it is assumed that trainees have no previous exposure to the content of the instruction or that the content should be periodically reviewed.

In some cases, trainees are required to complete an activity, unit, module or course before starting a module. This is called a prerequisite.

Learning Activities

Learning activities are intended to aid in the mastery of the skill, knowledge or behavior stated in the performance objectives. Each activity is self-contained and designed to achieve a specific purpose, however, each activity still remains a part of the broad comprehensive program.

The learning activities are designed to offer a wide range of alternative activities. A number of options are provided so that trainees can select those which offer the greatest opportunity for individual success, are most in tune with each persons learning style, and will allow the trainees to achieve mastery of the material in the shortest possible time. Also, trainees have the option of designing, with assistance, their own learning activities.

Evaluation

As with pre-assessment methods, evaluation procedures may vary widely. They are designed to measure whether or not trainees can

successfully demonstrate the competencies required for mastery of the performance objectives. If trainees are unable to demonstrate competence, the trainer will attempt to determine whether this was due to a lack of ability, motivation and/or effort; inappropriate or ineffective instruction; unrealistic expectations as reflected in the objectives; or another reason or combination of reasons. After the cause has been determined, remediation will be prescribed to assist in mastering the competency.

Remediation

Remedial activities are learning activities which provide trainees additional practice or assistance in mastering a performance objective which has not been successfully achieved. The activities used can be similar to the original instructional activities used in the module or they can approach the objective from an entirely different base. It should be remembered that remediation is intended to be helpful, not punitive, and to give another opportunity for success.

Camp Staff Training Series

The camp counselor and program specialist training series was designed to provide the trainees with the skills, knowledge and behaviors necessary to achieve a minimal level of competence in camps serving the physically handicapped. The two unique features of this training program are its field orientation and its individualized learning experiences.

Based on the results of a task analysis procedure, the instructional program contains no extraneous learning. Rather, its objectives, learning activities and evaluation methods focus on the specific competencies which camp counselors or program specialists need to successfully perform their jobs. Although the program can be used in a variety of ways—as a part of a college course, as an institute or workshop, or as pre-camp training—the emphasis is always on the practical application of learning in a camp setting.

The training program pulls no punches. At the onset, the trainees are informed of what they are expected to accomplish as a result of the training. Then, the trainees are presented with a variety of learning activities. From this list the trainees can select activities which best suit their individual needs or style of learning. In addition, the trainees can bypass certain units by the testing out of them. Also, they can elect to add activities in which more work is needed or desired. This flexibility allows a group of trainees to participate in the program despite diverse backgrounds, experiences and interests. All trainees who successfully complete the program should be able to function effectively on the job in spite of varying degrees of prior training and experience.

Directions

There are six modules in the training program. They are listed below:

1) An Orientation To Camping and the Camp
2) Knowing the Campers
3) Camp Program Planning and Leadership
4) Camp Health and Safety Practices
5) Dealing with Camper Behavior
6) Evaluating the Camp Experience
S-6) Evaluation of the Camp Experience

The trainees are to complete any or all of the six modules in the order designated by the trainer or in the order presented in the program.

Upon beginning a module, the content outline and performance objectives should be read. If upon beginning a module a person feels that the performance objectives can be achieved with 90 percent accuracy without participation in the learning activities, then he or she can elect to take a pre-test or post test. If the pre-test is passed successfully, then the trainee can proceed to the next unit or module; otherwise, the trainee should participate in those learning activities which will enable him or her to achieve the performance objectives; and then complete the post test.

Prerequisites

Through task analysis, a number of skills, facts and behaviors were identified as being prerequisites which camp counselors or program specialists must possess before beginning an on-site training program. It was decided to provide the major portion of these prerequisites in two modules within the training program. These are Module 1, which deals with basic information about camping practices and philosophy, and Module 2 which contains information about campers' growth and development, characteristics and physical disabilities. There are other prerequisites not covered in these modules which it is assumed all trainees will possess prior to beginning field training. These are primarily skills which include mature judgement, consistent behavior, sincerity and effective communication.

Camp Goldenrod Staff Manual

Prepared by:

Bill Thompson
John Pell

Camp Goldenrod is a fictitious camp created by Project REACH. This staff manual can be used with the competency-based training materials if you do not have a staff manual of your own.

Table of Contents

Section — Page

I. Camp Goldenrod

Introduction 3
What Is Camp Goldenrod? 3
History of the Camp 3
Philosophy 4
Creed 5
Objectives 6
Facilities 7
Camp Goldenrod Map 9

II. Staff Policies

Personnel Policies 13

Employment 13
Insurance 13
Health 13
Work Hours - Time Off 14
Emergency Leave 15
Contracts 15
Pay Periods - Gratuities 15
Performance Evaluations 16
Unsatisfactory Performance 16

Behavior 17

General Policies 17
Staff Visitors 18
Discipline of Campers 18
Use of Camp Facilities and Property 19

Training 20

Pre-Camp 20
In-Service 21
Staff Meetings 21

Reports 21
Use of Phone 22
Special Work Assignments 22

III. Camp Goldenrod's Organization

Staff 25
Goldenrod's Organizational Chart 25
Job Descriptions 26

Assistant Director 26

Section Page

Program Director 27
Maintenance Supervisor 28
Administrative Secretary 29
Unit Counselors 29
Nature Specialist 30
Arts and Crafts Specialist 31
Acquatics Specialist 32
Equine Specialist 33
Campcraft Specialist 33
Volunteer Aides 34
Camp Nurse 35
Food Service Supervisor 36
Cooks 36
Kitchen Helpers 37

IV. Camp Goldenrod's Programs

Camp Program 41
General Daily Camp Schedule 42
Procedure for Conducting Activities 42
All-Camp Programs 43
Evening Activities 44
Campcraft 44
Overnights 45
Cookouts 46
Pool Policies 47

Pool Cleaning 48
Swimming Pool Water and Testing Procedure . . 48

Horseback Riding 49
Archery 50

V. Camp Procedures

Opening Day Procedures 53
Closing Day Procedures 55
Laundry and Linens 56
Mail 56
Meals 56
Cleaning Supplies 57
Curfew 57
Flag Raising 57
Rest Hour 57
Campership 58
Camper Clothing 58
Camp Visitors 59
Camper Behavior and Discipline 59
Camper Hygiene 60
Inventory Procedures 61

Building Furnishings and Equipment 61
Tools, Equipment and Vehicles 61

Section

Page

Non-Expendable Program and Specialized Equipment 61
Expendable Supply Inventory 62

Lost Camper 62
Cash On-Hand, Staff and Camper 62
Procedures for Hazards 63

Swimming Pool 63
Pool Chemicals 63
Maintenance, Tools, Equipment and Fuels 63
Poison Plants 63
Evaluation Changes Near Paths 63
Rabid Animals 63
Wood Ticks 63
Fire Precautions 64
Transportation - Cars 64
Walking on Roads 64

VI. Examples of Forms

Admission Form 67
Cookout Requisition Form 70
Requisition Form 71
Equipment and Supply Inventory 72
Equipment Repair and Maintenance Form 73
Camp Accident Report Form 74
Travel Request Form 75

Section I

Introduction

Camp Goldenrod

Section I

Introduction

This manual will provide an outline of both general and specific information that each staff member will need during his or her employment at Camp Goldenrod.

A thorough reading of this manual will provide the employee with the necessary information regarding history of the camp, its philosophy and objectives, the scope of the camp program, his or her role in the program and the conditions of employment.

The employee should be familiar with the material contained herein upon arrival at camp. This knowledge will make him or her a more effective and responsible member of the staff.

What Is Camp Goldenrod?

Camp Goldenrod is an ACA accredited residential camp serving physically disabled campers in the central Kentucky region. It is owned and operated by Fayette College and is situated on 544 acres of gently rolling hills in the southeastern corner of Fayette County, Kentucky. The camp is administered by the Recreation and Parks Department of Fayette College and is also used on a cooperative basis with the Departments of Special Education, Biological Science and Natural Resources. In addition, the general camp area serves as an outdoor education center, a game and wildlife preserve, and a training center for students from the College majoring in recreation, forestry, special education and biological sciences.

History of the Camp

The entire central Kentucky area once served as a hunting grounds for both the Shawnee and Cherokee Indian tribes prior to the coming of the white man. The area provided rich grazing lands which supported many deer, buffalo and smaller wild game. The Indian tribes lived to the north and south of the area and primarily used central Kentucky as a hunting area.

The coming of the white man brought an end to the Indians' "hunting grounds" domain. Land use soon changed primarily to farming and the grazing of cattle and other domestic livestock. The first recorded landowner of the parcel of land on which Camp Goldenrod

exists was James Martin, an early settler from Virginia who recorded ownership in 1798. The land remained in the Martin family name until Robert Martin's death in 1923, when it was willed to the Fayette College.

Under the ownership of Fayette College, the land remained idle until 1948, when plans were initiated to develop a university game and nature preserve. It served in that capacity until 1965, when plans were formulated to develop a training center for the University's Department of Recreation and Parks. Construction on Camp Goldenrod was completed in late fall 1969, with the facility opening in May of 1970. Since that time, it has been in continuous operation.

Camp Goldenrod was developed for the purpose of providing a residential camping program for physically disabled campers of all ages. The camp is in operation from June 1 until August 30 of each year and serves a number of groups and individuals. The camping season consists of four, two-week camping sessions for physically disabled campers from 6 to 18 years of age. During the remaining four weeks, four one-week sessions are provided to campers of all ages, with an emphasis placed upon providing a camping experience to adults and senior citizens. During the four one-week sessions an attempt is made to include additional persons, such as, members of the campers' family and group work agencies.

Philosophy

Camp Goldenrod adheres to the philosophy that disabled individuals have a right to the same camping experiences that are available to others. An emphasis is placed upon the healthy aspects of the individual rather than the disability. However, the disabled campers are taught to accept their limitations and develop realistic attitudes toward their capabilities in order to maximize their potential.

The residential camp setting offers a twenty-four hour living experience which can provide the campers with numerous opportunities to develop more fully as healthy individuals. Camping provides an opportunity to broaden horizons through informal, enjoyable, adventurous activities. The health and safety of each camper is emphasized in all facets of the program at Camp Goldenrod. The basic philosophy of Camp Goldenrod is to provide a quality residential camping program for the physically disabled which will present them with an opportunity to broaden their horizons and grow as an individual through an experience which is enjoyable and provides adventure and challenge. In addition, Camp Goldenrod works with the campers to help them move toward regular camp programs; a segregated program is continued, only, if it is in the best interests of the individual.

Creed

As members of the American Camping Association:

We BELIEVE that the health and safety of the boys and girls entrusted to our care is a serious responsibility; that we have an obligation to parents to provide responsible leadership with good judgment; to maintain the physical facilities of our camps in such a way that our camp sites will be free from hazards, and that our campers will be free from undue danger to health and life both in camp and on trips.

We believe that we should offer our campers an opportunity to broaden their horizons, to gain knowledge by acquiring skills and to experience the high happiness of friendships shared.

We BELIEVE that boys and girls who attend summer camps should have a growth experience as persons; and that such a growth experience involves an acceptance of social responsibility, a sense of moral values and an awareness of spiritual values.

We BELIEVE that we should strengthen their faith in God by offering the finest spiritual leadership and by providing contact with the great natural creations of the universe - the peace of the woods, the strength of the hills, and the serenity of the stars.

We BELIEVE that all camp directors have an obligation to each other, and to their profession and should subscribe wholeheartedly to the accepted Code of Ethics, standards and practices of the American Camping Association.

Objectives

Camp Goldenrod's objectives, which are presented in the following section, are consistent with the camp's overall philosophy.

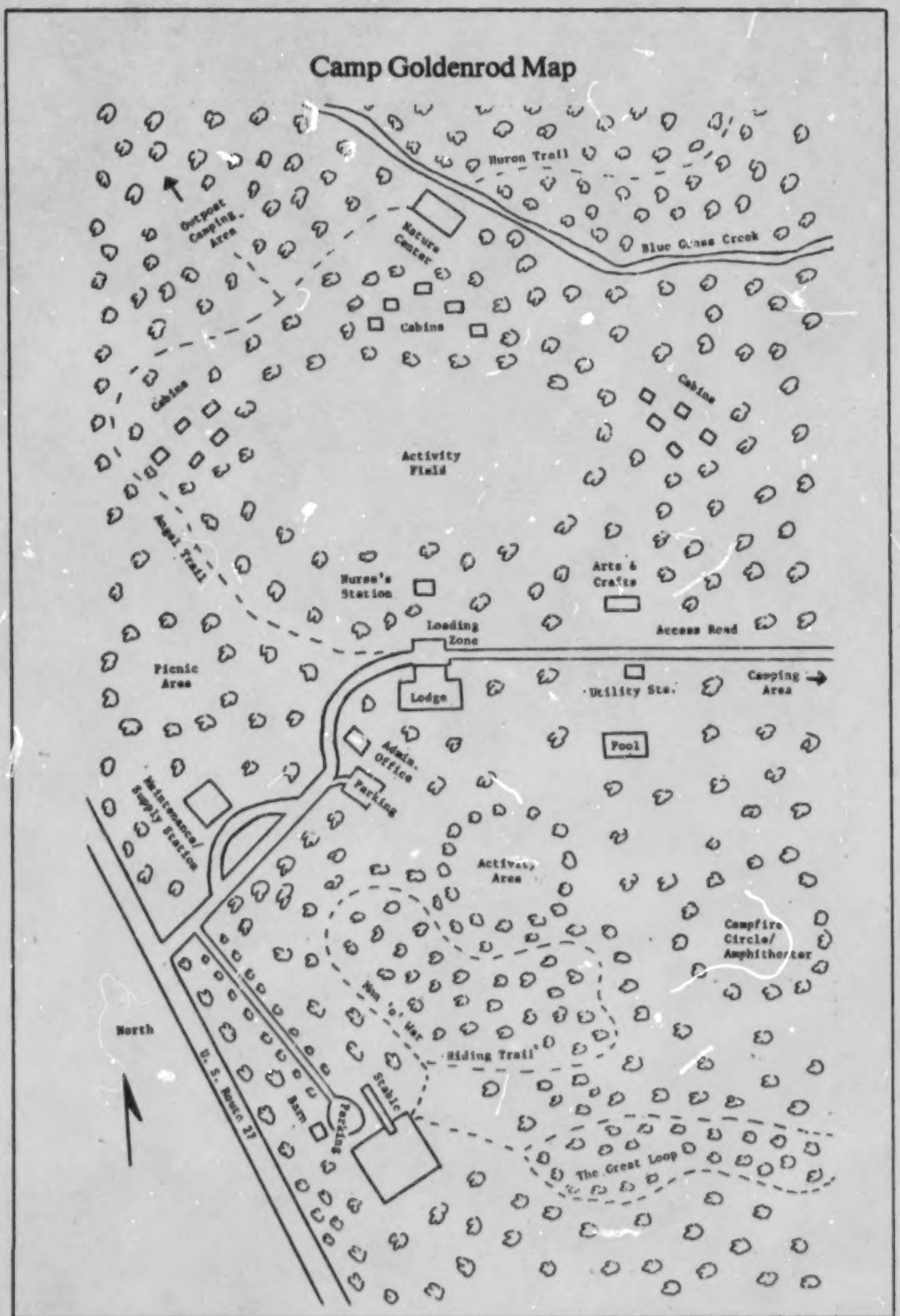
- To provide a challenging and enjoyable experience of group living in the out-of-doors.
- Provide an opportunity to learn to appreciate one's self and others.
- To develop an understanding and appreciation of nature.
- To develop an understanding of democratic and community living.
- To educate for the constructive use of leisure time.
- To develop leisure skills which have carry-over value into the camper's home life.
- To provide a safe environment in which the camper can function.
- To develop an understanding of good health habits and to support individual hygiene.
- Gain tolerance.
- Learn new skills.
- To assist the camper in accepting his/her limitations by developing his/her skills.
- To provide opportunities for success while not eliminating the reality of failure as a part of real life experiences.
- To develop social skills (how to get along with others) and provide the opportunity to function as a group member.
- To encourage camper independence and responsible behavior.
- To provide experiences which involve the physically handicapped campers with able-bodied campers.

Facilities

Camp Goldenrod consists of a number of fine facilities which help make the camping experience more enjoyable. Facilities include a combination lodge and dining hall capable of serving 300 campers, an olympic size pool with showers and dressing facilities, an arts and crafts center, an infirmary, stable with 15 horses, a nature center, administrative offices, and 15 resident cabins. Each resident cabin can accomodate 10 campers and 4 staff members and includes shower facilities and restrooms. Seven of the cabins are winterized with plans made to winterize the remaining eight by 1979, thus rendering the camp usable year-round.

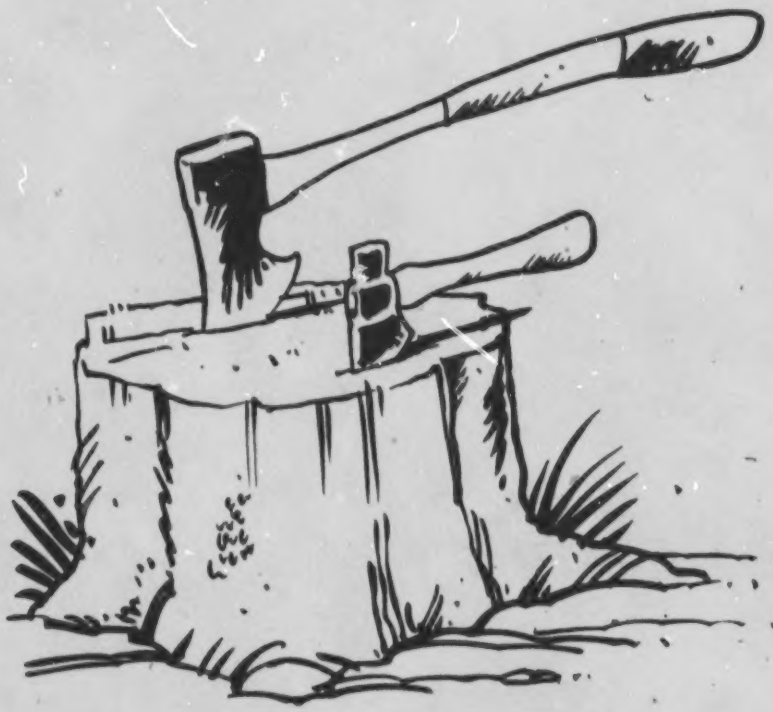
Additional facilities include a physical fitness trail adapted for use by the physically disabled, two nature trails, two riding trails, and a large activity field suitable for large group participation. In addition, 300 of the 544 acres are available for camper use.

Camp Goldenrod Map



Section II

Staff Policies



Section II

Staff Poiicies

Personnel Policies

Personnel policies are necessary to insure a smoothly functioning camp. The following section of the manual presents Camp Goldenrod's policies which have been established through experience over the past nine years. From time to time, it may be necessary to amend these policies when the situation warrants.

Employment. Camp Goldenrod offers equal employment opportunities to all individuals regardless of race, creed, sex or national origin. A completed application with three references are required before any consideration for employment is given. In addition to this, the individual must have a signed contract and a completed medical examination before being considered employed.

Insurance. Staff members are covered by Workmen's Compensation which will cover staff while they are on the job. Any activities not sanctioned by the camp which cause injury or reactivation of a chronic condition will be at the expense of the employee. Staff must carry their own comprehensive accident and illness insurance.

Any staff automobiles used for camp business must have adequate liability insurance.

Health. 1. Whenever staff members feel ill or incur an injury of any type, they must report to the nurse immediately.

2. ALL medications WILL BE turned in to the nurse upon arrival at camp.

3. Staff members should not attempt self first aid.

4. Only the nurse or resident camp physician will dispense medications.

5. Like the staff, any injury or illness of a camper must be reported to the nurse immediately.

6. Any illness or injury of a staff member that extends over a camp session will necessitate replacement.

7. Staff are expected to get enough rest to prevent excess fatigue, illness and injury. If staff are not getting enough sleep, the director, at his discretion, will set a staff taps.

8. The staff medical examination must be taken within 30 days of the beginning of staff training. It must be complete and be a true reflection of the individual's physical condition. Information purposely not completed or falsely completed will be grounds for release.

NOTE: It is each staff member's responsibility to have the medical examination completed prior to camp arrival. If this is not done, said staff member must make the appointment and pay for the physical upon its completion.

Work Hours - Time Off. 1. During two-week sessions, one 24 hour period is allowed for a day off per staff member. This day will run from 11:00 a.m. to 11:00 a.m. Please do not ask for a differing time off as NO CHANGE will be made.

2. Generally between a two-week session, a period of approximately forty-eight hours is allowed off. This time-off period begins when:

A. The last camper has been checked out of camp.
B. The cabins or dormitories have been cleaned for the next session, inspected and approved by the Camp Director or individual appointed by him.

3. For one-week sessions, only 24 hours off between sessions is allowed.

4. Other than time-off periods, staff will be on the camp property either "on duty" on "standby duty." If staff are found to be out of camp at unauthorized times, this is justification for TERMINATION OF EMPLOYMENT.

5. "On duty" is interpreted as having specific scheduled responsibilities for activities or campers.

6. "Standby duty" is interpreted as being free from on-duty responsibilities, not on time off, and being available if needed.

7. No time off (in essence, days off) will be taken by a staff member if said staff member has reports which are due in.

8. Days off do not begin until staff member on day off has returned to camp, i.e. day off yesterday.

9. Days off will not be taken until the rover counselor has been briefed about the campers and has taken physical responsibility for them. This includes informing the rover by the counselor and the rover's understanding of: medication, restrictions, or other pertinent facts pertaining to any of the counselor's campers.

10. Staff will check out with the Camp Director or designated individual personally before beginning a day off. Also, staff will state their destination in writing, at designated sign-out area, in case they need to be contacted in the event of emergency. Staff will likewise check in with individual designated upon their return from a day off. Failure to comply with these rules will result in loss of day off next session.

11. Any other time off or absence from camp must be arranged with the director. If not, it will be grounds for termination of employment.

12. A special area for staff recreation has been provided so as to partially off-set the previous requirements.

Emergency Leave. At various times, staff will need special leaves because of valid business reasons, emergencies, and sickness. However, because of the special nature of the staff positions and limited resources to replace staff members on emergency leaves, any emergency leave will have to be subject to the following conditions:

1. The Camp Director must be notified in advance and his approval must be obtained.

2. Emergency leave will generally mean:

   A. a loss of time-off
   B. a pro-rata reduction in salary

Contracts. A signed contract is mandatory. In relation to the staff application, any information purposely left off or false information presented that would materially effect a hiring decision will be grounds for release.

Pay periods - Gratuities. 1. In addition to room and board, staff will receive a salary in two installments; one at mid-summer and one at the end of the camping season. Please do not ask for salary advancements as pay periods will be the same for everyone.

2. Gratuities, such as money or expensive gifts received from sources other than Fayette College (Camp Goldenrod), are strictly prohibited.

Performance Evaluations. At least twice during the summer, a performance evaluation will be done by the Camp Director on each staff member. It will be discussed with each member in private. If a staff member is having problems or difficulties of any kind that he/she cannot resolve, please feel free to come and see the Camp Director. If there are rules or regulations that you feel are unfair or would work better another way, see the director. It does no good to constantly complain and never say anything to the administration.

Also, during evaluations, the Camp Director will cover positive and negative attributes of the staff member. This is not done to criticize but to improve performance and the camp by offering suggestions on how to better do something.

At times, it may seem to the staff that all the director sees are those elements which are bad or in error and that he is constantly complaining. This is not the intentional desire of the director. Every effort will be made to comment upon the positive observations made by the director of which I am certain there will be many.

Unsatisfactory Performance. Dereliction of duty, insubordination, or unethical conduct will meet with summary dismissal.

1. Grounds for dismissal: An employee may be dismissed by the Camp Director for any of the following reasons:

A. Any unauthorized swim in lake, pool, use of boats on lake, use of camp vehicles.
B. Shortening of camp period because of fire, epidemic, accident, etc.
C. Insufficient campers to warrant retention of staff.
D. Failure to abide by Camp Policies and Procedures or to carry out an assigned task or duty.
E. Immoral or unethical conduct.
F. Inability to live and work in harmony with campers and other staff.
G. Medical condition which, in the opinion of either or both the Camp Director or Camp Nurse, will interfere with the welfare of either the camp or the employee.
H. Use of alcoholic beverages or illegal use of drugs in camp.

Salary will be paid up to the day of termination only if the staff member actually works.

Employment recommendations will be honest and will be made by the Camp Director with each individual staff member during the last week of the season.

Behavior

General Policies. All employees agree that while at camp they will adjust personal habits and actions to the customs, policies, procedures and ideals of the camp. They will conduct themselves at all times, both in camp and away from camp, in such a manner that they will be of credit to themselves and to the camp.

1. No intoxicants may be brought or consumed on the premises. Drugs are to be used only with permission of the camp physician.

2. All members of the staff are to refrain from accepting gifts from campers and/or their parents.

3. Male, female, and married staff quarters are private. Except in emergencies, male staff are to refrain from frequenting female staff quarters and vice-versa.

4. Staff members agree to keep their personal quarters and themselves in a neat and clean manner.

5. Firearms are not permitted on the property.

6. Staff members are to abide by common standards of decency and are to refrain from use of obsenities.

7. All staff agree to abide by policies and procedures for each program area or facility (e.g. beachfront, pool, crafts center, etc.)

8. Policies and procedures may be changed from time to time to facilitate camp operation.

9. Staff are not permitted in kitchen area without permission from the Food Service Supervisor.

10. Give dining hall announcements to Program Director.

11. All living areas will be inspected periodically. It is expected that they will be clean and neat at all times.

12. One counselor must be in each cabin or campsite after campers are in bed.

13. Smoking is a habit we try to discourage at camp. It is harmful and annoying to others. In addition, campers may attempt to emulate your behavior and begin smoking. Therefore, we discourage camp staff from smoking. However, for those who must smoke, smoking is not permitted in sight of any campers and consideration of other staff personnel is requested if smoking in a group.

14. Loud talking, shouting, etc., after campers retire is to be avoided.

15. All cars and trucks except those owned by the cooks should be parked in the parking lot.

16. Camp vehicles may only be used with prior approval of the Camp Director and completion of a travel request form.

17. The resources of the camp are available for staff use during time off only when such use will not interfere with camp programs.

18. Salary will be paid as per contract. Should employment be terminated prior to end of camp, salary will be pro-rated.

19. Resignation: Should any employee wish to resign he shall notify the Camp Director seven days in advance, unless an emergency prevents the advance notice.

Staff Visitors. Staff visitors should come only on days off or between sessions. During a session, staff will be very busy with the campers and visitors become a disruption to camp routine. Staff should spend their time on duty with campers as they come first.

1. Overnight accomodations for staff visitors may be allowed if there is space available, but permission must be obtained from the camp director beforehand. Likewise, between sessions, overnight guests must obtain permission from the camp director to stay.

2. Guests may stay for ONE NIGHT ONLY.

3. Guests may NOT camp on camp property.

Discipline of Campers. At no time, and not for any reason, is there to be punishment of campers. If discipline cannot be achieved from the approach of friendship and reason, the problem is to be brought to the Program Director's attention. If the Program Director is unable to resolve the problem through friendship, reason and possible denial of activity privileges, then the Program Director will refer the problem to the Camp Director.

Physical punishment is not the same as physical restraint. Obviously, physical force and restraint frequently become necessary. A hyperactive child or wanderer must be frequently taken in hand. As an example, a child throwing rocks, hitting other campers, biting or using sticks, must be physically restrained for the protection of the other campers. Punishments such as isolating from the other campers, denial of store, scolding without threats, are acts available to the counselors. Remember, threats do not mean much, and at best the results are only temporary.

Also, realize that this matter regarding physical punishment is for your own protection. It has been misconstrued for physical abuse. Any physical punishment of campers will be met with immediate dismissal.

If you have a camper who continually is physically abusing or tormenting others, inform the Program Director as from there the problem will be handled. If to the extreme, the camper will be sent home. Camp is for all and it is unfair to the other campers and the counselors as well to have to constantly watch a camper. We do not have the number of staff which would be required to go on a one-to-one camper/staff basis.

Use of Camp Facilities and Property. 1. All camp staff are responsible for the care and usage of camp facilities and property. Due to the limited amount of money available, and the cost of materials and equipment, care must be taken to avoid waste. When possible, turn out lights, heat, and water when not in use. Personal use of equipment by staff is prohibited.

2. Any staff member found with excessive amounts of camp belongings or materials in their personal belongings (example: craft supplies, linens, kitchen articles) which they have no reason or justification to possess, will be dismissed and prosecuted at the discretion of the Camp Director.

3. Staff members in charge of a designated activity area (example: crafts) will be responsible for all materials and equipment for that activity for the summer. Inventories are kept up from the first to the last day of camp. Equipment or materials which "disappear" or are wasted will be paid for by the individual in charge of the area. Keep inventories up-to-date and know where your equipment and supplies are.

4. Staff are not to use excessive amounts of materials for projects for themselves. "Excessive amounts" are interpreted by the Camp Director.

5. Camper property. Use of camper property by the staff for personal use or pleasure is strictly prohibited; especially wheelchairs, crutches and the like.

6. Cabins.

A. Cabins will be inspected daily for neatness and cleanliness. This includes all beds, which are to be made daily. The nurse or appointed individual (by Director) will be responsible for these inspections.

B. Cabins will be inspected at the beginning of the summer for damage or irregularities. Afterward, any damage beyond that of a normal wear and tear occurrence will be the responsibility of that cabins counselors. In essence, if damaged you pay for damages.
C. Report all problems and needed repairs to the Camp Director in writing.
D. Do not put tape on walls. Do not drive nails in walls. Do not put thumb tacks in walls. If you want to hang something, check with the individual in charge of maintenance.
E. Do not move beds or furniture around.
F. Keep the furniture (chairs, tables, etc.) inside.
G. Do not sit on the cabin stoves. Likewise, do not dry clothes on them or set objects on them.

7. Camp vehicles. Use of camp vehicles for personal use is prohibited.

Training

Pre-Camp. All staff members are required to attend a one-week pre-camp training orientation session preceding the opening of the regular camping season. The purpose of these sessions are to allow the staff to:

1. Become completely familiar with all phases of camp operations, schedules, departments, philosophy, objectives and responsibilities.

2. Become aware of the types of handicaps, both physical and mental, that campers attending camp have. Also, become aware of orthopedic appliances and prosthetics, and the care of these.

3. Become aware of all staff members and their role and responsibility in the provision of the camping experience.

4. To become coordinated as a staff so that the entire summer can be a rewarding experience to the camper. A well-coordinated staff must be ready to begin on opening day.

5. Become aware of the safety of campers and potential hazards. To know how to deal with emergency situations and provide a safe environment for the campers.

6. Prepare the entire camp physically for occupancy and use.

7. Become acquainted and familiar with the rest of the staff. To form a sense of community so that the staff can work together as a cooperative whole.

Pre-camp training will provide you with a number of learning experiences designed to prepare you for the camp season. Everyone will be involved during this training. The counselor will become familiar with his/her responsibilities and how to work within the framework of camp procedures.

During pre-camp the program specialist will ready his/her program area for opening day and provide the necessary training to counselors. This will enable the program activity to be successfully presented.

In-Service. A program of in-service training will be provided throughout the summer when necessary. This will allow all staff to improve their knowledge about camping and sharpen activity skills. The director and program specialists will play an active role providing instruction in their areas of specialty. This will involve group and individual instruction. For example, the acquatics specialist may develop a course in water safety to be conducted during the summer. Additional programs may be conducted regarding any topic that seems relevant and necessary. This training will enable a staff member to function more successfully in the position assigned.

Staff Meetings. Staff meetings will be held at weekly intervals to discuss any relevant topics to camp and to discuss and plan the program for the following week. The meetings will be conducted at night after campers are in their bunks. During staff meetings every attempt is made to provide a democratic setting allowing every staff member the opportunity to participate and contribute. Problems relating to campers, camp and staff are also discussed and hopefully solved during these meetings. The meetings provide an open forum to all staff. Topics for discussion should be presented to the Director at least two days prior to the meeting.

Reports

Prior to the arrival of campers for each session individual counselors and program specialists will receive copies of each camper's application. From this information the counselor will be made aware of the camper's disability, needs, and special care, etc. All information is confidential and should not be divulged to persons outside the camp staff.

Evaluation reports will be completed by each counselor and specialist at the end of every session. The reports will outline the major successes and problems encountered with each camper, and in the program. This information is also confidential and should be used only by camp personnel.

All reports must be completed before the end of each session. Staff should not go on leave until the reports have been turned in to the Program Director.

Use of Phone

A pay phone in the lodge/dining room is provided for staff use. The camp phone (white phone) is for camp business only. Any necessary business calls by all staff (except kitchen) must be approved by the Camp Director. Any personal calls made on the camp phone by ANY staff member will result in that person being terminated. No exceptions. All long distance calls must be recorded on the phone log provided.

NOTE: Business calls include any call made by camp nurse or visiting physician. The camp director WILL BE INFORMED PRIOR to any call from the infirmary.

Special Work Assignments

From time to time, work assignments will be made by the Director that are not the responsibilities as listed on the job descriptions. These are necessary and no job will be assigned that is not important to the operation of camp. The Camp Director will not assign any duty that he himself would not do.

Section III

Camp Goldenrod's Organization

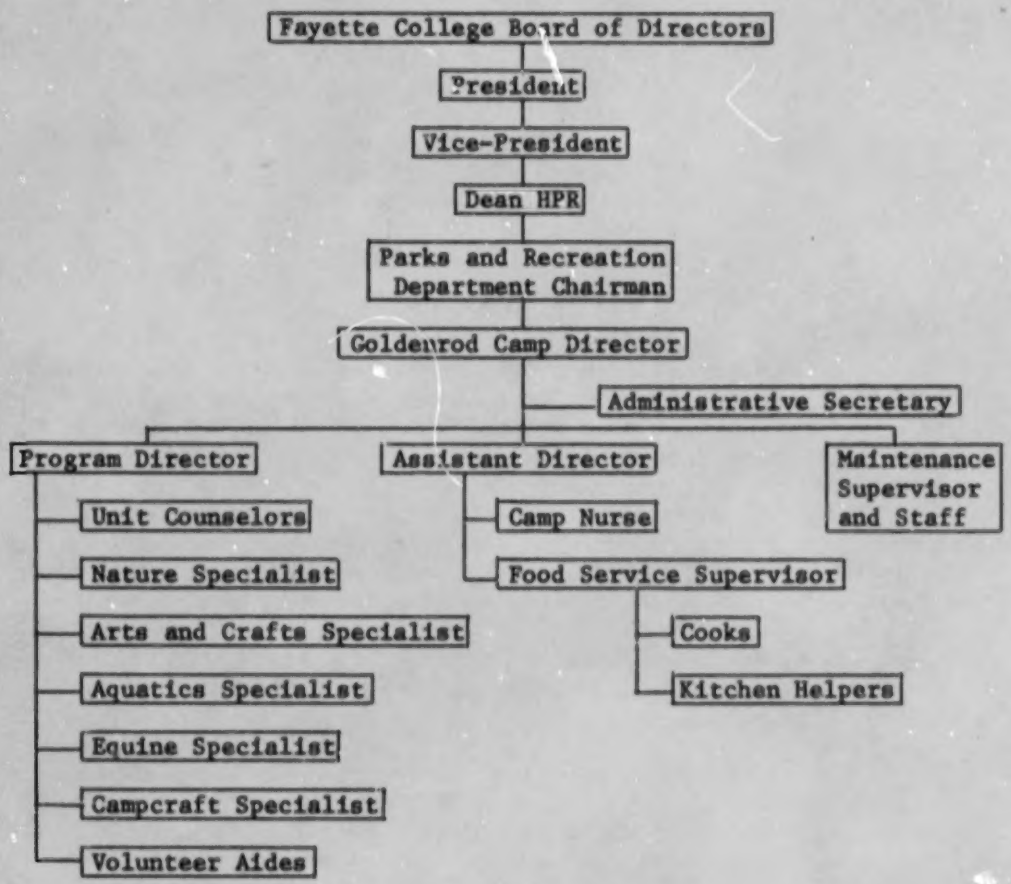
Section III

Camp Goldenrod's Organization

Staff

The staff is an important determinant in the overall success of the camp operation. Great care is taken in the selection of personnel each year. The camp director, maintenance supervisor, and nursing staff are all professional personnel. Other positions are filled with field work and practicum students recruited from colleges throughout the region. The organizational chart below depicts the organizational structure of Camp Goldenrod.

Camp Goldenrod Organizational Chart



Job Descriptions

As a staff member at Camp Goldenrod, you will be working with physically disabled campers. It is important that you ponder the following statement.

"These campers are real, live, feeling, living individuals. They are JUST PEOPLE, nothing MORE, nothing LESS."

We are not seeking "to pamper or coddle poor unfortunates." Rather, we are here to provide them with the best, most meaningful camping experience possible.

Therefore you must:

1. be willing to learn
2. be interested in people
3. understand the characteristics of the physically disabled
4. be willing to work hard and give of yourself to the campers.

The following is a general resume of the duties and responsibilities of each staff position at Camp Goldenrod. Because of the need for flexibility, each staff contract will contain the following statement: "My duties and responsibilities as a staff member with Camp Goldenrod are ultimately determined by the Camp Director and may be changed by him/her at anytime."

Assistant Director.

Qualifications:

1. Age - 21 years old mandatory; prefer at least 25 years of age.
2. Education - College graduate, masters degree desirable.
3. Experience - Past business and administrative experience. At least five summers of camping experience with two as a staff member at Camp Goldenrod.
4. Personal - Good general health; believes in the individual worth of the camper and agrees with the philosophy of Camp Goldenrod; must be of the highest moral character, have an ability to work with people, and have a positive attitude towards camping.

Responsible to: Camp Director

Responsibilities:

1. Assume duties and responsibilities of Camp Director during his/her absence.
2. Assist Camp Director in enforcing camp policy.
3. Directly supervise Camp Nurse and Food Service Specialist.

4. Coordinate with Program Director and Maintenance Supervisor in matters that are of mutual responsibility, overlap, and involve the effectiveness of Camp Goldenrod.
5. Review administrative health and food service budgets. Make suggested budget changes to Camp Director.

Working Conditions:

1. The work day will vary as required by duties.
2. Time off will be self-scheduled as it can be scheduled so as not to conflict with duties. Camp Director will be informed of absence.

Program Director.

Qualifications:

1. Age - At least 21 years old, preferably at least 25 years of age.
2. Education - At least two years of college; preferably a graduate.
3. Experience - Extensive experience as a group counselor as a staff member in a camp setting. Programming in a camp setting preferred.
4. Personal - Good general health, emotionally mature, of good moral character, and willing to accept responsibility; believes in the individual worth of the camper.
5. Able to work with a minimum of supervision.

Responsible to: Camp Director

Responsibilities:

1. Assist Camp Director in planning and carrying out pre-camp and in-service staff training.
2. Responsible for all camp programs provided for the camper.
3. Directly supervise and evaluate the unit counselors, nature specialist, arts and crafts specialist, aquatics specialist, equine specialist, and campcraft specialist.
4. Be ready to assume role of any of the staff positions mentioned in #3 of a Specialist if ill or unable to perform duties.
5. Maintain proper records as required by Camp Director.
6. Coordinate with Assistant Director and Maintenance Supervisor matters of interest and areas of overlapping responsibility while always seeking the best solution for the campers and Camp Goldenrod.
7. Review Camp Goldenrod's program budget. Constantly search for ways in which to increase services offered within budgetary constraints. Be ready and willing to defend proposed programming budget changes.

Working Conditions:

1. Work day will vary with required duties.
2. Time off is self-scheduled as duties permit. Keep Camp Director informed of any absence.
3. Considerable pre-camp planning is required. This is not easily defined, but it must be clear that such work is required of the Program Director and clearer guidance will come from the Camp Director.

Maintenance Supervisor.

Qualifications:

The maintenance supervisor is an employee of Fayette College in the Physical Plant Department. This individual is assigned to Camp Goldenrod and is directly responsible to the Camp Director. If the individual does not meet the standards set by the Camp Director, a new maintenance supervisor can be obtained if 1) by unanimous agreement between the Physical Plant Director, the Camp Director and the outgoing Maintenance Supervisor, or 2) by actions of the Fayette College Board of Directors where the Camp Director, Physical Plant Director, and Maintenance Supervisor have the right to present their viewpoints.

Responsibilities:

1. To direct all camp repairs.
2. Supervise janitor/housekeeping supervisor and laundry supervisor.
3. Coordinate with Program Director and Assistant Director in matters that are of mutual concern and where an overlap in responsibilities occur.
4. Coordinate with Fayette College the physical needs of Camp Goldenrod. The Camp Director must be kept informed of maintenance needs and problems.

Working Conditions:

1. Work in accordance with Fayette College Physical Plant Department guidelines, but this may be modified to fit the immediate needs of Camp Goldenrod.
2. When overtime occurs, equitable time off can be arranged as the needs of the camp allow.
3. Whenever time off is taken, ensure the Camp Director is informed of the absence.

Administrative Secretary.

Qualifications:

1. Age - At least 19 years old.
2. Experience - Demonstrated clerical skills and office management experience.
3. Ability to considerately deal with people in routine administrative office functions.
4. Personal - Good general health, emotionally mature, and of high moral character.

Responsible to: Camp Director

Responsibilities:

1. Maintain all camp records to include all financial, camp staff and camper records.
2. Directly assist the Camp Administrator in all Camp Goldenrod administrative procedures, such as, correspondence, telephone contacts, liaison with social agencies, etc.
3. Selling and inventory of sweatshirts and Camp Goldenrod "T" Shirts.
4. Maintain liaison with clerical staff of Fayette College to ensure efficient communication.
5. Act as secretary for Camp Director.
6. Maintenance and care of office equipment.
7. Act as camp hostess in greeting visitors.
8. Coordinate with Camp Nurse concerning medical insurance claims and related paperwork.
9. Camper and staff monies maintained in the camp safe (only the Camp Director and Administrative Secretary have access to the safe).

Working Conditions:

1. Forty hours of work a week. The work day may vary as the needs of the Camp Director.
2. Time off will be arranged as the work schedule allows. Always keep the Camp Director informed of your schedule.

Unit Counselors.

Qualifications:

1. Age - At least 18 years old.
2. Education - high school degree, one or more years of college preferred.
3. Experience - At least one summer of camping experience, or a related practical experience working with youth.

4. Personal - Good health, emotionally mature, high moral character, a willingness to work under supervision to accomplish Camp Goldenrod's objectives.

Responsible to: Program Director

Responsibilities:

1. With input from the campers, you must plan the overall activities for the unit assigned.
2. To attend each unit activity and to provide assistance when needed.
3. Provide leadership and guidance to assigned unit. Assume responsibility for supervision of personal hygiene and safety of the assigned campers.
4. Work closely with Program Director to ensure that goals and objectives of Camp Goldenrod are carried out.
5. Interpret to the campers the policies, traditions, and rules of the camp.
6. Practice good health habits and maintain good personal appearance.
7. Maintain records on each camper to help evaluate their needs, goals, and progress during the camp experience. The procedures for recordkeeping and evaluation of camper needs will be covered in pre-camp training.
8. Supervise assigned volunteer aides assigned as counselor assistants.
9. Assume responsibility for use and care of camp facilities.
10. Be totally familiar with emergency procedures and follow them when needed.
11. Know and follow all Camp Goldenrod procedures and policies.
12. Prepare camper reports.

Working Conditions:

1. Under direct supervision of Program Director for performance of assigned duties.
2. Time off is to be arranged with the Program Director.

Nature Specialist.

Qualifications:

1. Age - At least 21 years old.
2. Education - Two years of college or equivalent experience.
3. Experience - Previous experience as a naturalist instructor. Knowledge of nature and man's responsibilities in it are required.
4. Personal - Good health, emotional maturity, and high moral standards.

Responsible to: Program Director

Responsibilities:

1. Formulate, plan, and direct activities for units in nature lore.
2. Inform the unit counselors as to the program you have to offer the campers.
3. Maintain all equipment assigned to you in working order. Report any discrepancies to the Program Director.
4. Responsible for proper care and safety of all animals and plant life that are restricted for camp use.
5. Maintain reference materials, library, and other teaching aids related to Camp Goldenrod's nature program.
6. Prepare and submit evaluations, inventories, and budget reports as required by the Program Director.
7. Willing to participate in the total camp experience when requested.
8. Be willing to invest your time with the individual campers to meet their needs, challenge their capabilities, and be as independent as possible.

Working Conditions:

1. Daily schedules are determined by the needs of the various units desiring nature studies and the needs of any captive animals or plants.
2. Time off and free time are arranged with the Program Director.

Arts and Crafts Specialist.

Qualifications:

1. Age - Be at least 21 years old.
2. Education - Two years of college or equivalent.
3. Experience - Experience in teaching arts and crafts, or formal training in arts and crafts instruction or programming.
4. Personal - Be of good health, emotionally mature and of high moral character.

Responsible to: Program Director

Responsibilities:

1. Program, instruct, and supervise the arts and crafts experiences available at Camp Goldenrod.
2. Plan activity presentation in accordance with the general plan of the camp.
3. Ensure for the safety of the campers during arts and crafts participation.

4. Assume responsibility for equipment and supplies.
5. Prepare and submit reports, forms, evaluations, and inventories as required by the Program Director.
6. When necessary, participate in the total camp program and aid other staff members in enriching the camper's experiences.
7. Train staff in arts and crafts activities.

Working Conditions:

1. Daily schedule is predicted on the units' desires for the activity. The schedule will vary and direct communications with the Program Director as required.
2. Time off and free time are to be arranged with the Program Director.

Acquatics Specialist.

Qualifications:

1. Age - Minimum of 21 years of age.
2. Education - Two years of college as a minimum; college graduate desirable.
3. Experience - Must have current W.S.I. certificate and preferably have current H.S.I. certificate. Two summers of experience at camp plus supervisory experience.
4. Personal - Good physical health, emotionally stable, and of good moral character. Must be able to supervise in a fair and diplomatic manner.

Responsible to: Program Director

Responsibilities:

1. Overall supervision of all swimming pool related activities.
2. Plan, organize and direct all pool activities for the campers and staff.
3. Directly supervise and train staff in water safety and swimming instruction.
4. Formulate with the unit counselors the camper swimming goals and objectives for each camper.
5. Responsible to maintain pool and boathouse facilities to comply with all pertinent safety codes.
6. Submit all forms, requisitions, budget requests, evaluations and inventories that are required by the Program Director.
7. Participate in the total camp program.

Working Conditions:

1. Working hours are predicated by the needs of the camper units and the time required to maintain the pool and its facilities.

2. Time off and free time are to be arranged with the Program Director.

Equine Specialist.

Qualifications:

1. Age - Must be at least 18 years old.
2. Education - Minimum of a high school degree.
3. Experience - Demonstrated knowledge of care and proper use of horses. Have had previous experience as a riding instructor. Experience in instructing individuals of special populations is preferable.
4. Personal - Good general health, emotionally mature, and of the highest moral character.

Responsible to: Program Director

Responsibilities:

1. Plan, organize and direct all the riding and horse care programs for the campers. This must be done considering the individual camper's abilities and desires.
2. Feed, exercise, groom and in general, be responsible for all the horses owned or used by Camp Goldenrod.
3. Prepare, submit reports, evaluations, inventories and budgets as requested by the Program Director.
4. Be alert for any veterinary needs and report these directly to the Camp Director.
5. Maintain all tack and equipment used in good order.
6. Supervise use of horses by campers and camp staff to insure that proper safety precautions are taken.

Working Conditions:

1. Working hours as required to perform duties.
2. Free time and time off as work allows and arranged with the Program Director.

Campcraft Specialist.

Qualifications:

1. Age - At least 20 years old.
2. Education - At least two years of college.
3. Experience - Two years of camping experience, programming recreational experience for children, previous outdoor cooking and overnight camping experience mandatory.
4. Personal - Good physical health, emotionally mature, of the highest moral standards, be able to supervise in a fair manner, possess knowledge of campcraft skills, be able to qualify for chauffeur's license, and desire to work with youth.

Responsible to: Program Specialist

Responsibilities:

1. Train staff in outdoor skills during pre-camp and in-service training.
2. Responsible for proper planning and coordination of all cookouts and overnights.
3. Arrange for transportation and assist in activities to be conducted on campsite.
4. Responsible for the check-out, use, care and storage of all equipment and supplies related to the position.
5. Prepare and submit reports, evaluations, inventories, and budgets as required by the Program Director.
6. Approve unit participation in cookouts and overnights based on staff qualifications and overall unit skills.
7. Be involved and assist in the overall programs of Camp Goldenrod as duties permit.

Working Conditions:

1. Working hours as required by duties.
2. Time off and free time are to be arranged with the Program Director.

Volunteer Aides.

Qualifications:

1. Age - At least 16 years old.
2. Education - Minimum of two years of high school.
3. Personal - Good health, emotionally stable, and of good moral character. An interest in camping and a willingness to follow the philosophy and objectives of Camp Goldenrod and the directives given by the supervising staff. Willingness to learn and work hard. Motivation is very important.

Responsible to: Program Director or to staff member assigned.

Responsibilities:

1. Assist the staff member assigned in all phases of their responsibilities.
2. Remain with group assigned for specified times.
3. Follow staff directions and willingly participate in the total camp program.

Working Conditions:

1. Engaged for one or two weeks at a time.
2. Work schedule and free time are arranged by the staff member in charge.

Camp Nurse.

Qualifications:

1. Age - At least 21 years old.
2. Education - Registered Nurse licensed to practice in the Commonwealth of Kentucky.
3. Experience - Previous camp staff experience preferred.
4. Personal - Good physical health, emotionally mature and of good moral character. Willingness to work with youth.

Responsible to: Assistant Director

Responsibilities:

1. Plan for the health and safety of the campers and staff.
2. In medical matters, provide local expertise or refer matter to client's physician or Fayette College student health service.
3. Maintain individual health records for each camper and staff.
4. Administer all medications and first-aid. Keep all medication under lock.
5. Specify times for sick call and rest hour.
6. Train staff in the personal health needs of the campers, accident prevention, first-aid, emergency procedures, and signs of illness.
7. Inform visiting physician of duties and assist in any way, especially during check-in.
8. Clear each camper before dismissal on check-out day.
9. Comply with the American Camping Association suggested policies for "Camp Nursing Service."
10. Complete all staff and camper Health and Accident Insurance Forms.
11. Maintain, inventory and make request for health service supplies and equipment.
12. Prepare and submit reports, records, evaluations and inventories as requested by the Assistant Director.
13. Conduct daily cabin inspections for neatness and cleanliness.

Working Conditions:

1. The nurse's first consideration is the health and safety of the campers and staff. Specific times for work are dependent on the immediate needs.
2. The nurse is required to be on-call in the camp 24 hours a day. Time off and free time are to be arranged with the Assistant Director with a qualified substitute on-call or present at Camp Goldenrod.

Food Service Supervisor.

Qualifications:

1. Age - At least 21 years old.
2. Experience - Experience and training in food service management. Previous camp experience preferable.
3. Personal - In good general health, emotionally mature, and of high moral character. Enjoys working with children. Able to manage and direct subordinates with little supervision.

Responsible to: Assistant Director

Responsibilities:

1. Supervise all kitchen activities. Enforce all health standards and regulations established by the Department of Health plus those deemed necessary by the Assistant Director.
2. Supervise the serving of all meals.
3. Plan all menus according to healthful nutrition standards. (These must be planned 2 weeks in advance and forwarded to Assistant Director.)
4. Submit food order purchase with the proposed menu to the Assistant Director.
5. Provide for special food needs, such as cookouts, snacks and special events.
6. Participate in the total camp program as one's interests lead as long as primary duties are not neglected.

Working Conditions:

1. Hours of work to be determined by the responsibility requirements. These will be approved by the Assistant Director.
2. Time off and free time to be arranged with the Assistant Director.

Cooks.

Qualifications:

1. Age - At least 16 years old.
2. Experience - At least one year of employment using cooking skills. Preferably this experience would be at a camp or residential setting serving more than 50 clients.
3. Personal - Must be in good physical health, emotionally stable, and of good moral character. Able to work without immediate supervision, enjoy being a service to people.

Responsible to: Food Service Supervisor

Responsibilities:

1. Assist the Food Service Supervisor in all aspects of the camp kitchen and food services (preparation and serving of all meals).
2. Maintain the kitchen and related equipment and supplies in accordance with camp policies.
3. Give constructive inputs to the Food Service Supervisor about camp menu, food service policies, supply needs, and how best to supply and serve attractive, timely, tasteful, nutritious meals to campers and staff.
4. Supervise assigned kitchen helpers.
5. Participate in total camp program when feasible.

Working Conditions:

1. Cooks will plan their daily routine around the timely preparation and serving of three meals.
2. Free time is dependent on cook's meal preparation/serving/clean-up duties and as arranged with the Food Service Supervisor.

Kitchen Helpers.

Qualifications:

1. Age - At least 15 years old.
2. Personal - Good health and moral character. The ability to work under supervision.

Responsible to: Food Service Supervisor

Responsibilities:

1. Assist in serving and clean-up of meals, snacks and special events.
2. Clean and set tables.
3. Place food and drinks on service table.
4. Wash and store dishes.
5. Empty trash and garbage from the kitchen and dining room.
6. Mop kitchen and dining room floors.
7. Perform cleaning chores necessary to leave food service areas ready for next use.
8. Be open and willing to do all chores assigned by the Food Service Supervisor.

Working Conditions:

1. Work day is from preparation of breakfast to clean-up after the final food service provided that day.
2. Free time and time off as determined by the Food Service Supervisor.

Section IV

Camp Goldenrod's Programs

Section IV

Camp Goldenrod's Programs

Camp Program

The camp program is built upon the idea of flexibility and choice, allowing the camper numerous opportunities to engage in those activities of his/her choice. Staff should constantly be attempting to improve established activities and initiate new ones.

A wide variety of activities comprise Camp Goldenrod's program with program specialists employed to provide expertise and a quality experience in each activity area. Maximum use of the outdoor environment is stressed in each program area. It is the specialists' responsibility to evaluate, plan, and conduct activities in each area of speciality.

Campers are divided into small units of eight to ten campers served by two to five counselors. Each unit functions independently with program development based upon the identified needs, capabilities, and interests of the campers and counselors. This allows the camper to help determine his own program. The camper and the counselor share the responsibility of planning the program. Therefore, each camper is an active participant in the total process allowing her/him to experience the democratic process first-hand and to deal with responsibility.

Each unit determines the activities in which it will participate and attendance in each program area is by unit. In addition, there are many all camp activities and special events which allows them to interact and socialize with other campers outside their unit.

The camp counselor attends the program activities with his/her unit and provides whatever assistance is needed for the program specilaist to conduct his/her program activity. The specialist is responsible for training and orienting the counselor to the activity and to develop skills requisite for adequate performance.

On the following page, the general daily camp schedule is provided.

Camp Goldenrod
General Daily Camp Schedule

Time	
7:00	Wakeup - wash (personal hygiene), dress, make bed (housekeeping)
8:00	Breakfast
8:45	Flag raising - campers assemble outside dining hall
9:00	Clean-up and sick call
9:30	Programs open
11:45	Program areas close - clean-up for lunch
12:00	Lunch
1:00	Rest period
2:00	Program areas open
5:00	Program areas close
5:15	Flag lowering
5:30	Dinner
6:15	Free time - set up evening program
7:00	Evening program — all camp or small group
8:15	Infirmary and to cabins
9:30	Camper taps - lights out

Procedure for Conducting Activities

The camp program is decentralized so that small groups of campers, along with staff, participate in activities semi-independent of the rest of the camp. At times, all-camp programs and special events will be scheduled. Program scheduling must be flexible with all groups realizing they will not get their first choice at all times. The following objectives should be considered when developing your program:

1. Campers should be included in program planning.
2. The program should be well-rounded with campers being introduced to all areas.
3. The program should meet the campers' needs and desires.
4. All campers should be able to achieve some degree of success in the majority of the activities.
5. Activities should be conducted in a manner that develops a sense of responsibility on the part of the campers and staff.
6. All campers should have some time alone.
7. Opportunities should be available to develop close friendships and meet everyone in camp.

The program plan for each unit begins with the campers and the counselor. The counselor must determine the campers' interests, needs, and desires to plan an adequate program. A democratic process under the guidance of the counselor is probably the best approach with the counselor balancing the desires of the campers with his/her own judgment. The following methods may be useful in determining camper needs and desires:

1. Small group discussions with campers and other staff members.
2. Interaction between staff and campers.
3. Developing interest groups with campers.
4. Insure campers know the scope of activities and understand them.
5. Inclusion of program area directors in planning unit programs.

Unit program schedules must be presented to the Program Director at 7:30 p.m. the opening day of each camp session. Each staff member should carefully review their schedule to insure compliance with camp phisosophy and policy prior to its submission. The Program Director will review each program to determine if it is complete. The counselor will be consulted if changes are deemed necessary.

The Program Director is responsible for coordinating all unit programs and presenting them on a program schedule chart. The program chart will serve as a guide for the daily program and any necessary changes must be approved by the Program Director. Any activities requiring special needs such as extra staff members or transportation will be noted on the program schedule chart. Each staff member should check the chart to ensure that all activities are scheduled and that no conflicts exist.

All-Camp Programs

In a decentralized camping program, it is important to provide opportunities for all campers to come together for group activities. These activities will enable new friendships and acquaintances to develop. All-camp programs should be flexible and include camper input. Staff members responsible for all-camp programs will be assisted in the planning by a camper council.

An all-camp program should be planned for the beginning of the session so campers have early contact with each other. At the end of a session is another logical time for an all-camp activity. Individual achievement awards can be given out at this time and campers will have an opportunity to spend time with others from another village before camp ends. Other "all-camps" can be planned according to camper desires. Care must be given to insure these activities do not conflict with or replace evening, small group responsibilities in each unit.

To be successful, an all-camp activity requires careful planning and considerable preparation. Each unit should be given a share of the work load from initial planning to final clean up. Every staff member and camper must contribute their best if the activity is to be successful. These programs should be held outdoors. In case of inclimate weather, the lodge may be used for conducting the program.

Evening Activities

Evening activities should be planned in small groups, except when all-camp programs are scheduled. The evening program should be somewhat sedate so that campers can quieten down prior to bedtime. The counselor is responsible for providing evening activities, however, assistance may be requested from the program specialists from time to time. Some popular evening activities are: campfires, songs, storytelling, and snacks. In addition, the evening provides an opportunity to informally discuss activities with your campers and to gain knowledge of their interests and plan for future programming. Campers should share in the preparation for your evening activities.

Campcraft

The campcraft program covers many areas and can include nature, crafts, and other activities. Overnight camping and outdoor cooking are activities most commonly associated with the campcraft program; however, many other activities are available. Backpacking and hiking opportunities are unlimited on the campsite and can be conducted in conjunction with collection of native materials for a craft project or a nature hike. A cookout or overnight could also be included with backpacking or hiking activities.

The campcraft area should provide for training of skills as well as being the primary location of many campcraft activities. This area is located conveniently near the storage facility for equipment and supplies. Prior to participating in overnight and cookout activities, campers should receive enough training to gain the knowledge and develop the skills necessary to properly and safely accomplish the tasks required. The amount of training will vary with different groups. The campcraft skill sheets should be used in conjunction with this training. Skill sheets for the different levels should be filed in the camper's record and awards given as earned.

Campcraft activities must be well-planned in advance since they require food in many cases, and equipment that must be shared by the rest of the camp. Planning should be done by the campers and village staff involved with the guidance of a campcraft staff member. Requisitions for food, equipment, and supplies must be turned in by the time established by the Campcraft Specialist. Supplements to this procedure may be made by the Campcraft Specialist. They must be approved by the Program Director and distributed to all staff.

Overnights

Overnight camping is an integral part of the campcraft program and should be experienced by all campers at least once during the session. There are three sites designated for use. Use of additional sites must be approved by the Camp Director. Planning for an overnight must begin two or three days in advance. You should select and reserve a site, determine your equipment and supply needs and make the requisition, and plan menus and requisition food and utensils. You must also consider requirements for transportation.

Prior to going on an overnight, campers and staff must participate in pre-training by the campcraft staff to insure the necessary skills and procedures are understood. During campcraft sessions and overnights, the campcraft skill sheets should be completed as campers demonstrate skills. The Campcraft Specialist is responsible for the maintenance of these forms, although other campcraft staff and qualified counseling staff may complete them. The Campcraft Specialist will determine eligibility for awards. When the campcraft staff determine a group is competent, they may schedule an overnight. Initially, overnights should be conducted in groups with subsequent overnights scheduled on the basis of camper interest.

For the first overnight, a campcraft staff member or other experienced staff member should accompany each group if possible. You must also insure you have a properly equipped first aid kit and make arrangements with the nurse for administering medications. The Camp Director and campcraft staff will keep advised of current weather forecasts. The staff member in charge of the overnight must be briefed on weather prior to departure. A light rain during the night should not affect your overnight program if the shelter is prepared correctly and if equipment and supplies are stored properly. If severe weather develops, you will be picked up.

Food and cookout requisitions will be submitted in accordance with the cookout procedure. Overnight equipment and supplies must be requisitioned 24 hours in advance of the time they are to be picked up. A counselor and two or three campers may be required to assist the campcraft staff with getting equipment and supplies ready. This also may be the case when the equipment is turned in. Your overnight activity is not over until all equipment and supplies are turned in clean and in good condition. Cookout utensils should be washed prior to

return. They will also be run through the dishwasher after the following meal. It would be wise not to schedule other activities on the morning you return from an overnight. Don't forget to take a shower and check for ticks.

Safety is a major concern when your group camps out. Good judgment and common sense must be exercised. You are dealing with fire, sharp equipment and, in many cases, young inexperienced children. Campers must be closely supervised to insure their health and safety. If you include any hikes as a part of an overnight activity, be alert for poison plants, thorned bushes, and snakes.

In summary, an overnight should be an exciting experience for the campers and yourself. Be sure to include the campers in planning, and give them their share of the workload. Do not forget the resources of the campcraft staff, Nature Specialist, and Arts and Crafts Specialist. Their assistance could make a real contribution to your overnight program.

Cookouts

Outdoor cooking is a most enjoyable activity associated with living and learning in the out-of-doors. Cookout activities are a part of the campcraft program and are under the guidance and leadership of the Campcraft Specialist. All food, drink, and snacks to be taken out of the dining hall must be requisitioned through the Campcraft Specialist. Cookout requisitions must include all food and equipment needed and be turned in at least 24 hours in advance of the requested pickup time. The Campcraft Specialist will determine portions and amounts of food required. Any unused items should be returned along with your equipment at the end of your activity. Equipment must be clean so it will be ready for the next group. Cookout packs will be picked up in the basement of the lodge. A note will indicate if there are refrigerated items in the kitchen. Only one staff member may enter the kitchen and he/she should ask one of the kitchen staff for these items.

The Campcraft Specialist will be responsible for providing training for cookouts during pre-camp and in-service training. This should include sample menus, care and use of equipment, requisition procedures, fire building, cleanup and camper participation. As groups plan cookout activities, they should first schedule campcraft periods to become familiar with proper procedures and methods and develop needed skills. Campcraft staff will assist with your initial planning and, as available, will participate in your first cookout. Counselors and campers should take the major role since the campcraft staff will not be able to attend all of your activities.

Outdoor cooking activities do not need to be associated with an overnight. A group may cookout in the cabin areas, take a picnic or use the camping areas. Like most other activities, a cookout or snacks

should be planned with a small group. To assist you with supervision, invite a program specialst along. A ratio of one staff to two campers is desirable.

Pool Policies

The swimming pool is a most popular area at camp among campers so village staff should insure their group takes fullest advantage of what the pool program has to offer. In the same light, you should not overuse this facility at the cost of campers not being introduced to the other program areas. The Aquatics Specialist will develop a schedule for pool use that will give all campers an equal opportunity to utilize the pool. This schedule will also allow adequate time for campers interested in instruction to complete the required skills.

The pool program is divided into two major areas: instruction and recreation utilizing the Red Cross swimming instruction program. The Aquatics Specialist and staff are responsible for implementing all instruction. Counselors will be utilized to assist with instruction. The Aquatics Specialist will implement a training program for village staff during pre-camp and in-service training periods. This training program should provide village staff with the skills they will need to assist with instruction in a meaningful way. The Aquatics Specialist will also insure Camp Goldenrod's staff are trained so that they may assist with lifeguard duties and procedures used when groups are at the pool. Water activities are potentially dangerous so it is of utmost importance that all staff are knowledgeable of the safety rules and procedures and can put them to use.

The Program Director will insure the Aquatics Specialist develops a comprehensive set of safety rules and procedures for the pool program. These will be published and distributed to all staff who use the pool. Changes may be made by the Aquatics Specialist but must be distributed as above. These rules must cover all use of the pool including camper programs and staff swimming. The Camp Director will review supplementary procedures for approval prior to publishing.

The following general policies will be in effect for use of the pool:

1. All persons must shower before and after using the pool.
2. No one may enter the pool deck unless the Aquatics Specialist or a qualified person designated by the specialist opens the pool and provides adequate lifeguards.
3. All persons using the diving board and deep portion of the pool must pass a test developed by the Aquatics Specialist, and a method to immediately identify these persons must be available.
4. No food, soft drinks, or glass bottles are allowed at the pool or showerhouse. Water in paper cups may be provided by the pool staff in hot weather.

5. No running or horseplay will be allowed in the pool area or showerhouse.

6. Except as supervised directly by the pool staff, no diving will be done except from the diving board.

7. Only one on the diving board at a time and insure the area below is clear.

8. No dunking or splashing allowed.

9. Everyone in the pool area must be quiet and give the pool staff their attention when a whistle is blown.

10. The Aquatics Specialist will insure the swimming pool water and testing procedure is complied with.

11. The Aquatic Specialist will insure the pool cleaning procedure is complied with.

12. The Aquatics Specialist will insure adequate safety equipment is always in place and in good condition.

Pool Cleaning. To provide for proper maintenance and a continual sanitary condition, the pool and deck must be cleaned on a regular basis. The aquatics specialist is responsible to insure this is done. The following requirements must be met:

1. The janitorial and housekeeping staff will clean the shower rooms, hallways, and paths. Pool and camp staff should assist by using waste cans for trash and not leaving towels and clothes at the showerhouse.

2. The pool deck must be hosed down each morning prior to the first swim period. Spray should be directed away from the pool towards the outside perimeter of the deck.

3. The pool office must be kept in a clean and orderly condition. This should be accomplished at the end of each day.

4. The pool bottom should be swept three times a day; before the first swim period, after lunch, and after the last swim period. Sweeping should be in the direction of the deep-end drain.

5. If needed, the water surface should be dipped for floating leaves and other debris before the first swim period and after the last swim period each day.

6. If sweeping and dipping is done on the above schedule, frequent vacuuming will not be required. At a minimum, the pool should be vacummed at the beginning and end of each session. The amount of debris on the bottom will determine if more frequent vacuuming is needed.

7. Insure a covered trash can with liner is in each shower room and on the pool deck at all times. A waste basket should be in the pool office. The janitorial staff will empty trash cans.

Swimming Pool Water and Testing Procedure. For health reasons, the pool water must be within certain ranges of temperature, PH, and chlorine content. A water temperature between 74°F and 82°F is ideal. The PH should be between 7.4 and 7.8 with the chlorine content between .4 and .6. Water tests must be made three times a day each day the pool is in use. The pool should be tested prior to breakfast, prior to lunch,

and prior to supper. The caretaker should be notified at mealtime if the temperature, PH, or chlorine reading is not within the acceptable ranges. This will allow time for corrections to be made prior to the next swimming period.

The Aquatics Specialist will insure the tests are made, recorded, and the caretaker notified if necessary. Unsatisfactory readings will be entered in red. After the caretaker makes adjustments, a test will be made prior to the next swimming period to insure the water quality is satisfactory. If not, the caretaker should again be notified. Only the caretaker or a member of his staff, approved by the Aquatics Specialist, will add chemicals or make adjustments to the pool filtration and heating systems. The caretaker will insure adjustments are made as soon as possible after being notified that the water is unsatisfactory. The person making adjustments will check the action taken on the Pool Operation Record indicating the time. This record will be hung on a clipboard in the pool office. A trend of unsatisfactory water should be reported to the Program Director.

Horseback Riding

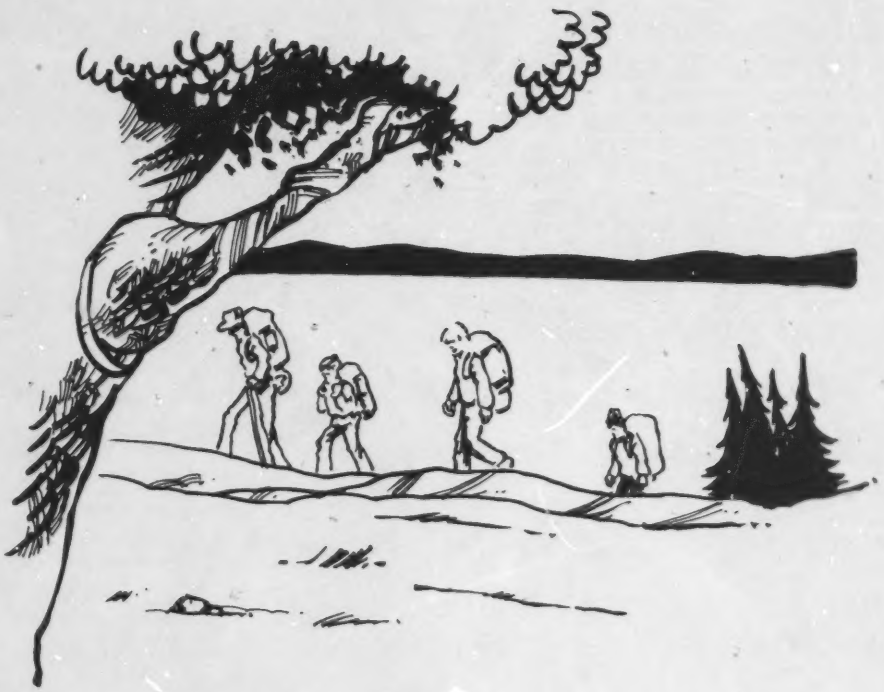
- Any riding program shall be closely supervised with at least one specialist or counselor present experienced in the handling of horses to instruct and supervise whenever the animals are being ridden, saddled, or groomed.
- Minimum first-aid supplies shall be taken by all groups riding a mile or more from the center of the camp.
- A minimum of two adults, one of which shall be the wrangler, must accompany any trip one mile out of camp.
- No child shall be allowed in the area with horses unless a staff member is present.
- There shall be no more than ONE rider per horse.
- Riders shall mount and dismount from the left side of the horse.
- Animals shall not be teased.
- Caution shall be exercised when walking between, behind, or in front of horse(s).
- Horses shall not be allowed to run, or be driven freely in or through the center of camp.

Archery

- Close supervision and instruction shall be provided by trained, experienced archery instructors on duty at all times while the range located in the activity field is in use.
- The range shall be kept free from hazards, away from other activities and traffic of all types, and shall be well marked.
- The targets shall be a minimum of 15 feet apart.
- One common shooting time shall be used with the targets at different ranges.
- Equipment shall be maintained in safe condition.
- The arrows shall be issued only on the firing line.
- Equipment shall be stored under lock and key when not in use.
- In addition, adherence to the following Safety Rules shall be maintained:
    - Bows and arrows shall be used only in specified area.
    - Shooting area shall be roped off.
    - For group shooting, all archers shall use the same shooting line... All start shooting on signal... All retrieve arrows on signal.
    - Archers shall stay behind the shooting line.
    - Arrows shall be nocked to bowstring after shooters are in the shooting line and after the signal to shoot has been given.
    - Before arrows are released, shooters shall have:
        - a definite target
        - see target
        - know where arrow will land
    - Arrows shall be inspected for splinters or cracks. Damaged arrows shall not be used.
    - Directions of archery counselor shall be followed.
    - Remember, a bow is a weapon, not a toy.

Section V

Camp Procedures



Section V

Camp Procedures

Opening Day Procedures

Opening day will make first and lasting impressions for many of our campers and their parents. It is important to present a good impression. This begins with arriving at camp on opening day in time to get settled before the 11:00 a.m. staff meeting. Getting settled includes being showered and in proper camp dress.

Campers will begin their arrival after lunch. The administrative and health staff must be ready to receive campers at 1:00 p.m. The program director will insure that counselors and program specialists are ready to escort incoming campers and make them feel at home. Incoming campers will be escorted through camp registration procedures by both counselors and program specialists. Parents may also wish to accompany their child. The camper's record will be available at a station in the lodge breezeway. The counselor or specialist should carry it through registration. A name tag will be given to the camper and their luggage tagged indicating the cabin. Luggage should be put on the wagon to be transported to the cabins. The camper must go to the following stations to complete registration:

1. Office - To pay the camp fee, sign in, and deposit money in the "Sign IN" Desk in the Lodge main entrance. The secretary should keep a record of each child arriving on the registration form. Any camp fees paid will be entered on this registration form. Camper fees will be deposited in accordance with the camp bookkeeping procedure. On the next business day, these fees will be deposited with Billings and Collection office of Fayette College in the Camp Goldenrod account. A card will be completed for each camper who arrives whether or not they deposit money. The amount deposited will be entered on the card. Enter "0" if no money is deposited. A receipt will be issued for all money collected indicating the purpose of the funds (camp fee, trading post, donation, etc.).

2. Nurse's Station - To check in medications and receive a camp entry examination by the nursing staff. Campers must turn over to the Camp Nurse all medications. No medicine, including aspirin, etc., can be kept in the cabin area; it must be dispensed by the nursing staff. As the camper unpacks, counselors must check to insure all medications were turned over to the nurse. Also, each camper must receive an entry exam by the nursing staff. The purpose of this exam is to identify any fevers or contagious conditions and health matters that require attention. If available, parents should be questioned by the nurse concerning health matters.

3. Aquatics Specialist - Campers and parents must see the aquatics specialist to discuss water activities. If the parents or physician restrict the child from swimming, you should insure it is for medical reasons. If not, try to convince the parent that our aquatics program is well supervised so they should not have any fears about the child being in the water. Also, parents sometimes indicate a total restriction when only the head should be kept out of the water. The aquatics specialist should also determine if additional instruction has been received after the child's last visit to camp. If the child is a new camper, his ability level should be determined. Pertinent information should be recorded on the swimming and small craft records. The camper folder should be left with the aquatics specialist. At the end of registration, all folders will be given to the nurse.

The above phases of registration take considerable time and must be completed carefully and accurately. With everyone's cooperation, registration should run smoothly. It is not necessary to visit the administrative office, nurse's station, or aquatics specialist in any particular order as long as you get the record, name tag, and baggage tagged first and leave the record with the aquatics staff. Choose an order to register based on the length of the lines.

The next phase of registration is taking the campers to the cabins and getting them settled. As they unpack, don't forget to check to see if there are medications. This is also the time to check or complete the clothing inventory form. The campers should make their beds and be shown how to store their clothes. Some counselors and specialists should remain in the cabins while the others escort campers. As the campers finish getting settled, a counselor or program specialist can begin introducing campers to the cabin and to what will be expected of them. You should discuss limitations, hygiene, care of clothing, respect for property, etc. Mix discussion about activities with the above so the campers will not think camp is all work and no play. It is most important to insure campers stay within the limits of camp procedures and your cabin procedures right from the first or you will face some difficult times ahead. After campers are settled, you should give them a tour of the main areas of camp. Program area specialists and staff should be in their areas to help with this indoctrination. No activity areas will be open for program on opening day since your time should be used to introduce campers to their stay at Camp Goldenrod. Small group campfires should be conducted in the evening with a light snack. This is the time to start determining the interests of your campers. You should take notes so this information is retained. If you have any potential behavior problems, the counseling staff should discuss this after camper bedtime to develop standard methods to deal with them. The Camp Director and Program Specialist will be available in the dining hall to discuss any problems you have identified. Don't forget to turn in your first three-day schedule to the Program Director. You should review the program scheduling procedure prior to developing your schedule.

Closing Day Procedures

Campers' parents are instructed to pick them up in the morning on closing day. Breakfast is the last meal served. To insure all tasks are accomplished, you must begin preparation the day before. There will be a closing campfire program for the entire camp the evening before closing day at 8:00 p.m. This will be at the fire circle in the meadow or pavilion in case of rain. Campers will receive their program awards followed by the campfire program. This program should be quiet in nature allowing the campers to reflect upon the experiences they have had at camp.

Preparation for closing day should begin with returning any equipment or supplies you have checked out to the appropriate program or support area. This should be done prior to the evening meal the day before departure. Don't forget any kitchen utensils that inadvertently ended up in your cabin. Completed camper reports must be turned in to the Program Director prior to the evening meal so they may be reviewed and filed in each camper's folder. The time after the evening meal and prior to the campfire program should be used for packing clothes and cleaning up the cabin. Make sure you complete the lower part of the camper clothing inventory and search for anything missing. Lost and found items will be brought to dinner for identification. After the campfire, campers should be bedded down since breakfast will be at 7:30 a.m. on closing day. After breakfast, you must turn in your linens (except for staff remaining over the weekend). The Laundry Supervisor will come around to pick them up. The turn in must be recorded on the Linen Record Form. Additional time after breakfast should be used to finish cleaning the cabin.

After breakfast campers should stay in the cabin until their ride comes. You will be notified by phone. At that time, a counselor or specialist will escort the campers to the office for return of any balance in their Trading Post Account. The Administrative Secretary will have refunds ready in accordance with bookkeeping procedures. At this time, the individual picking up campers will sign them out on the camper sign-out form. This is an important record and MUST be completed. The campers must also visit the nurse's station for return of medicines and a check-out examination by the nurse. While campers are waiting to be picked up, they should be involved in some kind of activity—last minute clean-up, or quiet cabin program if the cabin is ready for departure.

Unless prior arrangements are made with the Camp Director, no staff members are excused for the weekend until all of the campers have been picked up and the cabins have been checked by the caretaker and administrative staff member. At this time, cabin cleanliness will be checked (camper and staff cabins) and repair requirements noted.

Laundry and Linens

1. The camp will provide bed sheets, pillow cases, pillows and blankets for staff and campers.
   a. Blankets, etc., will be checked out to each staff member.
   b. Sheets and pillow cases will be laundered at the end of each session.
   c. Clean linen will be traded for dirty linen on a one-to-one basis (one sheet for one sheet).

2. Personal laundry of staff can be done at the camp in the facilities provided. Laundry must be done during standby or off-duty hours. No laundry will be done while on duty (i.e. during daytime, except standby rest hour, or evening program hours).

3. Maintenance has priority of laundry facilities from 7:00 a.m. until noon (12:00), when camp linen is being laundered.

4. Laundry for campers will only be done in emergency cases. Campers are asked to bring enough clothes for their session.

Mail

1. Mail will be taken into town by the Camp Director or secretary in the mornings.

2. Mail will be distributed by cabins during store time only.

3. Staff members should not make the "camp" a change of address. Have mail forwarded from your home address.

4. Staff are responsible for their postage expenses (i.e. postage due).

5. No mail will be forwarded from camp after September, i.e. will be returned to sender.

Meals

1. Grace is sung before each meal. During grace, everyone who is capable of standing will stand. This applies to both campers and staff.

2. No One is allowed in the food serving area until AFTER grace.

3. "Food Fights" will not be tolerated.

4. Be on time to meals.

Cleaning Supplies

1. You will be issued cleaning supplies and equipment for your cabin. This also pertains to toilet tissue, kleenex and paper towels. These articles like everything else have been greatly influenced by inflation and are quite expensive. Use what you need but please do not be wasteful.

2. Cleaning supplies, etc., may be picked up from the maintenance staff.

Curfew

1. A formal curfew as such is not in observance at camp. Those on standby must remain on camp property. Those on watch must stay in their cabin or assigned watch area.

2. Counselors are to use their own judgment as to when their campers are to be in bed. It is suggested that 9:30 p.m. for the (8 to 12 and teenage) sessions; adults pretty much of their own accord. Remember, breakfast is at 8:00 a.m.

3. At no time, especially at night, are campers to be outside without their counselor. If you have a camper who wishes to go to another cabin, ask your roommate to watch the cabin while you escort your camper to the cabin. Likewise, make sure a counselor walks the camper back to his/her original cabin.

Flag Raising

1. Each day (weather permitting), one cabin group designated by the program director will be responsible for raising the flag and leading the Pledge of Allegiance. This is done immediately after breakfast.

2. The same cabin group that raises the flag in the morning takes down the flag in the evening, which is usually around 5:15 p.m. A desingated time will be established during each session.

3. Flag raising and lowering is mandatory for ALL staff (exception, kitchen and maintenance crews).

Rest Hour

A rest hour for all sessions is required. This rest hour generally runs from the time campers are in their cabins after lunch until approximately 2:30 p.m. (This time may be changed according to session or at camp director's discretion.) During this rest hour, staff members on standby may leave camp property after signing time, name and

destination at designated sign-out area. Standby staff will be back in their cabin by 2:30 p.m. Abuse of this privilege will result in ALL staff members being required to stay in camp.

Camperships

Camperships are financial help for the families of campers who are unable to pay the usual fee for attendance at Goldenrod. There are a limited number of camperships available each year. They are limited to one or two weeks. Camp Goldenrod expresses the deepest thanks to the United Fund, Community Groups, Fayette College Fraternities and Sororities, and the many private individuals for providing funds that make this camping experience available for as many disabled youngsters as possible.

For further information on camperships or how to apply for a campership, please contact Camp Goldenrod's Director.

Camper Clothing

Campers will arrive at camp with varying amounts of clothing in varying conditions. Parents are asked to complete a camper clothing inventory. If the parent furnishes this form, village staff must verify the inventory upon the camper's arrival. If the form is not furnished by the parent, staff must complete the inventory upon the camper's arrival.

At the end of the session, staff are required to inventory camper clothing as they pack. A search should be initiated for missing items. The bathhouse, utility station, and another camper's suitcase are the most likely places to find missing clothing. Also, check the lost and found at the office. The completed inventory should be packed with the clothes.

Campers are encouraged to put on clean underwear and socks each day. Dirty clothes should be put in the camper's laundry bag. If the camper does not have a laundry bag or extra pillow case, secure one from the Unit Counselor. Insure it is returned at the end of the session. Dirty clothes can be taken in emergency cases to the camp laundry located in the utility station. Campers are encouraged to bring enough clothes to last through the entire session. When enough clothing is not brought to camp, then this is considered an "emergency" and camp washing machines may be used. It is not necessary to send them home with a suitcase full of clean clothes—JUST THE CLOTHES THEY BROUGHT!

Camp Visitors

Camp visitors must register at the office prior to entering camp. The Director will be notified immediately when a visitor arrives. The Administrative Secretary will act as host or hostess until the Director can be located. Visitors must be escorted around camp unless the Director approves otherwise.

In all cases, visitors will be made to feel welcome and treated with respect. Guests may join us for meals at a cost of $2.00 for each meal. Any exceptions must be made by the Director. The Administrative Secretary will receive charges for guests' meals. Overnight accommodations are not available for guests. Exceptions must be made by the Director.

Camp Behavior and Discipline

Because we serve clients who cannot function in a regular program, we will face behavior-related problems on a regular basis. Many of our campers have not been afforded the opportunities for normal social development. Our decentralized program with small group participation should enhance social growth by providing successful experience in a sheltered environment. As a staff member, you must properly guide this social growth.

The best solution for behavior problems is prevention and dealing effectively with them early in the session. You should develop cabin and program area procedures for campers to supplement the camp procedures. The campers should know what the rules are as soon as possible and should not be allowed to deviate. Dealing with deviations should be with a warm and friendly attitude, but firm. First, a friendly reminder should be tried and each time a deviation occurs, firmer action should be repeated. Normally, once children know their limits, they will test you and will conform when they know they cannot break the rules. If you make an exception, they will take advantage. Above all, don't lose your temper in front of the campers. If this happens, they have won and will take further delight in upsetting you. If you feel you will lose control, ask another staff member to take over.

As your staff develops positive, successful methods to deal with specific and general problems, communicate them to other staff and take a united approach. Frequent staff meetings and consultation with other program and administrative staff should help develop successful methods for dealing with most problems. If you feel a situation will develop beyond your control, seek assistance from a senior staff member. You should not feel bad about knowing your limitations and asking for assistance when needed. This will pay off in the long run.

As the need arises, in-service training will include sessions on discipline and behavior-related problems. Staff should bring these situations to the attention of the Program Director so that they may be shared during in-service training.

Camper Hygiene

To meet satisfactory health standards, a continual program of personal hygiene must be in effect. Cabin staff will insure the following requirements are met. The nurse will monitor and provide overall leadership for these requirements:

1. Campers must shower or bathe daily. This must be done under staff supervision with soap and warm water. On days when campers swim, there is no scheduling problem since they must take a shower before and after being in the pool. On other days, fit shower time into your program schedule. Don't wait until the last minute in the evening. This keeps campers up too late and will use some of your free time in the evening. The only exception to a daily shower is the day when campers go on an overnight trip. Insure that each camper takes a good shower upon return as soon as you take care of your overnight and cookout equipment and supplies.

2. Campers' bodies and appliances must be checked daily for any irregularities. Look for skin abrasions and irritations, blisters, pressure sores, and skin breakdown. Any abnormal signs or irregularity must be immediately reported to the nurse.

3. Campers must brush their teeth after each meal. If they don't have a toothbrush and/or toothpaste, secure what is needed from the Camp Nurse. After breakfast and lunch, campers normally return to the cabins for clean-up or rest hour. This is the time to brush teeth. If they miss brushing after dinner, insure that campers brush teeth before they go to bed.

4. Campers should be checked daily for ticks. This can be done at shower time. Be sure you check their hair carefully. Do a good check after an overnight. If a tick has become lodged, take the camper to the nurse for removal.

5. If campers require assistance with bathroom needs, insure that they are properly cleaned afterwards. If they have an accident, rinse their clothes immediately, hang them to dry, and then take them to the laundry.

6. Campers should wash their hands before each meal. This should be done in the cabin prior to assembling at the dining hall. If you have an activity where you pass the pool enroute to the lodge prior to a meal, washing can be done at the showerhouse.

7. All campers and staff must wear shoes and socks at all times except at the pool, in the showers, or in their sleeping quarters. Feet should be carefully watched for infection—athletes feet is most common. Check with the nurse if problems are noted.

Inventory Procedures

Inventories of all facilities, non-expendable equipment and expendable supplies will be conducted at least annually in accordance with this procedure. Accurate and timely inventories are important tools for the proper administration of the overall camping program since they are used for budgetary planning, justification for insurance claims, and are a basis for purchasing. The Camp Director is responsible to insure all inventories are taken in accordance with this procedure by the various staff members delegated specific responsibilities.

Inventories will be divided into four categories:

Category I. Building furnishings and equipment not used directly in the program areas or for maintenance.

The Camp Director is directly responsible for the accomplishment of inventories in this category. A separate equipment inventory sheet will be maintained for each building facility. The entries will include a description of the item, quantity, make, model, serial number, and size, if applicable, and condition. The inventory sheet will include the name of the building, the name of the person responsible for the inventory, and the date. The quantity and condition must be entered in pencil so that changes can be made as required. As items are lost, stolen, or damaged beyond repair, they will be lined off the inventory with the reason listed in the condition column (Example: lost, stolen, damaged, etc.). This inventory will be accomplished after each summer season prior to the end of the fiscal year. A copy of this inventory will be furnished by the caretaker so that he may make the necessary repairs during the winter months. As new items of equipment in this category are purchased, they will be added to the inventory.

Category II. Tools and equipment and vehicles associated with maintenance.

The caretaker is directly responsible for the accomplishment of inventories in this category. Inventories under this category will be accomplished after the summer season and prior to the end of the fiscal year. The method for conducting this inventory will be the same as conducted in Category I. The completed inventory should be returned to Camp Director for updating of the master copy. A copy will then be furnished the caretaker so any needed maintenance or repairs can be accomplished. Attached will be authorization for the purchase of any replacement items.

Category III. Non-expendable program and specialized equipment.

A separate inventory will be maintained for each of the following areas: kitchen, household, laundry, health, arts and crafts, nature, campcraft, activities/sports, and pool. This inventory will be taken at the end

of the summer season by the program area director and area supervisor in conjunction with end of camp close-down and clean-up. Procedure for the accomplishment of this inventory will be the same as Categories I and II. Copies of the completed inventories will be given to the Camp Director prior to the staff members' departure.

Category IV. Expendable supply inventory.

Inventories in this category will be accomplished by the program area directors and area supervisors specified for the Category III inventory, the caretaker for maintenance supplies, and the business manager for office supplies. This inventory will not be permanent as the equipment inventories but totally re-accomplished at the end of each camping season by the staff member responsible. Its primary purposes will be to determine initial purchase requirements for the next season and as verification for insurance purposes. Supply inventories will be accomplished on the appropriate form at the end of the camping season in conjunction with camp close-down and clean-up. Completed inventories will be furnished the Camp Director prior to the staff members' departure.

Lost Camper

In the unlikely event that a camper is "lost" a staff member must be immediately notified. The staff member is then responsible to inform the Camp Director or Assistant Director of the situation. The Camp Director/Assistant Director will assess the situation and either solve the problem using Goldenrod's staff or contact the Fayette County Police, County Rescue Squad, or the local Sierra Club. Since the local Sierra Club used Camp Goldenrod for much of their training and outings, they will be notified immediately if help is required.

Parents or guardians will be contacted if a camper is not located within four hours. Again, it is very unlikely that such a situation might occur, but many well trained people are available to help. At the printing of this manual, no one has been lost or missing for the four hours.

Cash On-Hand, Staff and Camper

Camp Goldenrod encourages campers and staff not to have large amounts of cash on hand. The maximum allowable pocket money for the campers is $3.00. Any amount over $3.00 is to be turned in to the Administrative Secretary during check-ins. A receipt will be given and the monies will be placed in the camp safe. The camper may then, with the escort of a counselor, withdraw money from the safe not to exceed the $3.00 on hand.

Staff are not limited to on-hand money, but are encouraged to use the camp safe so that large sums of cash are not lost or misplaced.

Procedures for Hazards

Like any outdoor setting, Camp Goldenrod presents numerous potential hazards to both campers and staff. Where possible, these hazards will be eliminated. Remember that camper health and safety is of primary importance and concern. The following outline presents potential hazards and methods of dealing with them.

- Swimming pool - The aquatics staff will insure all pool entrance gates are locked when a lifeguard is not on duty. Counseling staff will insure campers do not enter the pool except when their group is scheduled and a lifeguard is on duty.

- Pool chemicals - Chlorine and acid are stored in the filter room in the bathhouse. The caretaker will keep this room locked at all times. Staff will insure campers do not try to enter the filter room.

- Maintenance tools, equipment, and fuels - Tools and equipment will be locked in the service building when maintenance staff are not present and fuel pumps will be locked except during fueling operations. Campers are restricted from within 200 feet of the service complex.

- Poison plants - Poison ivy is tht most numerous poisonous plant. The best way to avoid poison plants is to stay on the paths and trails. Be careful when you are on overnight trips and in the villages. If you suspect direct exposure, see the nurse and then take a good cleansing shower.

- Elevation changes near paths - Care should be taken on trails and paths where this condition exists. Wheelchairs should have belts fastened and be pushed by staff only. A wheelchair should never move faster than a normal walking speed. Use the center of the path except when meeting others.

- Rabid animals - All domestic animals on the campgrounds are vaccinated for rabies. To be safe, you must assume all wild mammals are carriers. Squirrels, chipmunks, rabbits, and skunks are most numerous. Staff and campers should avoid any contact with wild animals. If contact is made, notify the nurse immediately.

- Wood Ticks - Wood ticks are found at Camp Goldenrod during the warm months. Ticks move about on the skin for several hours before attaching themselves. After walking through brush, you should inspect yourself and campers thoroughly.

. Fire Precautions

General - a. If in or near a building, remove all campers at least 200 feet away from the building.
b. Remove all camper's medical equipment (e.g. wheelchair, etc.) if possible.
c. Use fire extinguisher if the fire is small and located in the building. Also, contact the Camp Director.
d. If fire is uncontrollable, immediately call from the lodge/ dining hall, nurse's station or administrative office:

Munfordville Fire Department	779-2368
Fayette County Rescue	263-2779
Fayette County Police	263-1122

e. If fire is in the woods, remove all campers from the area and contact the Camp Director or the agencies listed under item d.

. Transportation - Cars

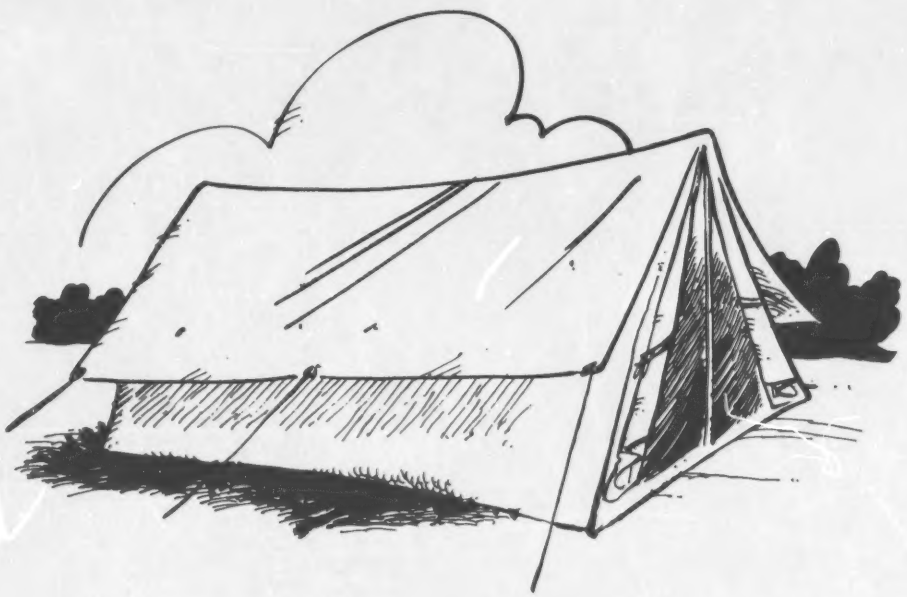
a. Campers do not ride in staff cars except with special permission from director and in an emergency. Cars owned by staff members are only to be driven by their owners.

. Walking on Roads

a. Single file if possible with counselor at front and back.
b. Use trails rather than roads whenever possible.
c. Remain on edge of road.
d. Do not permit campers to sit in road.

Section VI

Examples of Forms



Admission Form—Camp Goldenrod

Child's Name _____ _____ Phone _____
(Last) (First)

Address _____
(Street/box) (City) (Zip Code) (County)

Father's Name _____ Address _____

Father's Occupation _____ Place of Employment _____

Mother's Name _____ Address _____

Mother's Occupation _____ Place of Employment _____

Child's Age _____ Birthdate _____ Sex _____
(month) (day) (year)

Religious Preference _____

In what grade is the child? _____ Is this a special education class? _____ If yes, describe _____

Name of School _____ Teacher _____

Number of years in school _____ Is child mentally retarded? _____

degree _____

Name of family doctor _____

Address of Doctor _____ Doctor's Phone _____

Did the child attend camp before? _____ If so, where and when

_____

Names and ages of other children in family _____

_____

What handicap does child have? _____

_____

Age when handicap was first noticed? _____

The following information will guide us in placing children so that their needs will be met.

	Circle Answers	
Can child walk?	Yes	No
without assistance?	Yes	No
use crutches?	Yes	No
Does child use wheelchair?.	Yes	No
Does child have any speech difficulty?.	Yes	No
Does child hear well?	Yes	No
Does he understand directions?.	Yes	No
Does he wear a hearing aid?	Yes	No
If so, can he hear without his aid?	Yes	No
Does he make his wants and needs known?	Yes	No
Does he use his hands?.	Yes	No
Does child have bladder control?.	Yes	No
Does child have bowel control?.	Yes	No
Can he go to the bathroom alone?.	Yes	No
Does he need to be fed?	Yes	No
Does he try to help himself?.	Yes	No

Please give details here if needed to explain any of the above_____

_____

_____

Does child have seizures or convulsions? _____ How often? _____

Are they controlled by medication?_ _____ How often is medication given?_____

Does child wet bed?_____ If yes, how often?_____

Does child require a special diet?_____

Has he been a member of a Scout troop, 4-H, church group or other organization?_____

Specify:_____

_____

Please tell us what special help your child will need and what his special interests include. What would you like him to get out of a camp experience?

_____ _____

_____ _____

Please indicate your choice of dates, if more than one session is offered (See enclosed schedule.)

First choice_____ _____

Second choice_____

Camp Fee: The family will pay ____ all _____ part (state

amount family will pay)_____ _____ _____

How will your child get to and from camp?_____

Will you be willing to drive other children?_____

_____ _____

Cookout Requisition Form

Counselor in charge: _____ Unit: _____

Date and Day Ordered: _____ Function: _____

Campers _____ # Staff _____ # Guests _____ TOTAL _____

WANTED Date: _____ Day: _____ Time: _____

Menu (List)	Item (List)	Quantity (List)

Equipment Needed (List)	Number (List)

Approved: _____
(Signature of appropriate staff)

Filled by: _____
(Signature of appropriate staff)

Returned: Date _____ Day _____ Time _____ Check-in by _____

Requisition Form

Name of person requisitioning supplies _____ Date _____

Item/Number	Reason for Request	Price

Will be ordered from: _____

Payment: Cash: _____ Charge: _____

Signature of person requisitioning supplies or equipment _____ Date _____

Approved: _____ Signature of appropriate staff _____ Date _____

Equipment and Supply Inventory

PROGRAM AREA: _____

PERSON COMPLETING INVENTORY: _____

DATE: _____

Equipment

Item	Quantity	Manufacturer	Model No.	Condition

Supplies

Item	Quantity	Manufacturer	Model No.	Size	Needs

_____ _____

Signature of person completing inventory Date

Equipment Repair and Maintenance Form

_____

_____ _____
Name of Person Requesting Repair Date

Referral to: _____ Date Needed _____

Description of Item(s) and Needed Repair(s) or Maintenance: _____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Signature of person requesting repair Date

Approved: _____ _____
Signature of appropriate staff Date

Work completed by: _____ _____
Signature Date

Camp Accident Report Form

PART A. Information on ALL accidents

1. Camper's Name: _____ Home Address: _____
2. Parent's Name: _____ Sex M☐ F☐ Age ___ Grade _____
3. Time accident occured Hour __ A.M. __ P.M. Date _____
4. Location of Accident: _____

5. NATURE OF INJURY

Abrasion	___	Fracture	___
Amputation	___	Laceration	___
Asphyxiation	___	Poisoning	___
Bite	___	Puncture	___
Bruise	___	Scalds	___
Burn	___	Scratches	___
Concussion	___	Shock (el.)	___
Cut	___	Sprain	___
Dislocation	___		
Other (specify)	___		

PART OF BODY INJURED

Abdomen	___	Foot	___
Ankle	___	Hand	___
Arm	___	Head	___
Back	___	Knee	___
Chest	___	Leg	___
Ear	___	Mouth	___
Elbow	___	Nose	___
Eye	___	Scalp	___
Face	___	Tooth	___
Finger	___	Wrist	___
Other (specify)	___		

DESCRIPTION OF ACCIDENT
How did accident happen? Where was camper? List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved. _____

6. Degree of Injury: _____

PART B. Additional Information on Camp Jurisdiction Accidents

7. Person in charge when accident occurred (Enter name) _____
   Present at scene of accident: No ☐ Yes ☐
8. IMMEDIATE ACTION TAKEN
   First-aid treatment ___ By (name): _____
   Sent to nurse ___ By (name): _____
   Sent home ___ By (name): _____
   Sent to physician ___ By (name): _____
   Physicians' name: _____
   Sent to Hospital ___ By (name): _____
   Name of hospital: _____
9. Was a parent or other individual notified? no ☐ yes ☐ When _____ How _____
   Name of individual notified: _____
   By whom? (enter name) _____
10. Witnesses: 1. Name: _____ Address: _____
    2. Name: _____ Address: _____

11. LOCATION

Specify Activity		Specify Activity		Remarks
Activity field	___	Cabin	___	What recommendations do you have for preventing other accidents of this type?
Dining Hall	___	Pool	___	
Trails	___	Outpost Area	___	
Cabin Area	___	Program shops	___	
Campgrounds	___	Showers	___	
Other	___	Toilets	___	
		Washrooms	___	
		Other	___	

Signed: Nurse _____ Camp Staff _____
Position

Travel Request Form

Today's Date: _____

Program Area: _____

Person Requesting Transportation: _____

Travel Date: _____

Hours Needed: From _____ a.m. p.m. (circle) to _____ a.m. p.m. (circle)

Destination: _____

Purpose of the Trip: _____

_____

_____

_____

Number of campers attending: _____

Special needs or requests: _____

_____

_____

Number of staff needed for trip: _____

Approved: _____ Date: _____
Signature of Program Director

Approved: _____ Date: _____
Signature of Camp Director